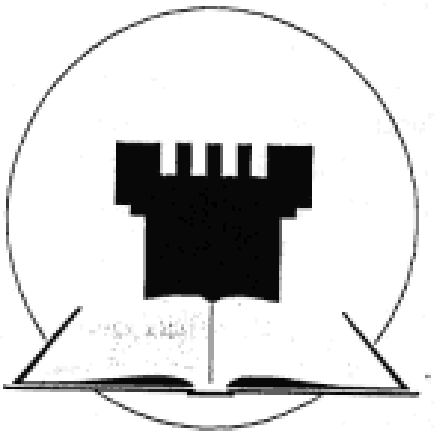
# INDEX TO SOCIETY LETTERS



For Bodies of Elders

**September 1997**

# Index to Society Letters
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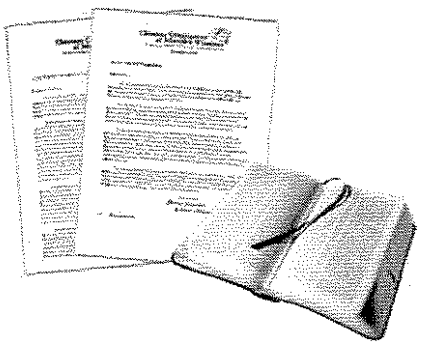
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## For Bodies of Elders

**March 2004**

Christian Congregation of Jehovah's Witnesses
2821 Route 22 • Patterson NY 12563–2237 • Phone: (845) 306–1100

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resignation (for personal reasons)
announcement should not made until acknowledgement received from branch office 6/28/99
feels he needs to resign 6/15/92
provide full details to branch office 6/28/99

**FIELD MINISTRY**

accidents resulting in death or serious injury
- call Legal Department immediately 11/20/96
- do not provide statement or discuss with others 11/20/96

features of
- discussion 1/15/96
- no one should feel pressured to work in specific feature of service 1/15/96

limited activity because of other theocratic assignments 7/1/88

monthly report to branch office
- *Congregation Report* (S-1) form - use of 8/15/96
- express mail not necessary for unavoidably late reports 1/15/98
- late reports from publishers
  - do not send to branch office asking that your report be adjusted 1/15/98
  - how to handle 1/15/98
  - nothing should be reported for publisher until written or verbal report actually received from him 1/15/98
- pioneer hour credits (such as for Pioneer Service School or Bethel work) not included with field service time on congregation report 1/15/98
- publisher not irregular just because late report not included 1/15/98
- publishers "very limited" report 15-minute increments - how include with congregation's total? 2/15/02
- regular pioneer reports 1/15/98
- should not be delayed 1/15/98
- special pioneers report directly to branch office 1/15/98
- totals significantly higher or lower than usual - enclose brief note of confirmation 1/15/98

municipality attempts to interfere with our public ministry - inform Legal Department
- requires permit, completion of forms, or prior notification before preaching 11/22/02
- signs other than "No Trespassing," such as "No Soliciting," "No Peddling," used against preaching work 7/1/94

"No Trespassing" signs
- different from "No Soliciting," etc. 7/1/94
- publishers proceed at own risk 7/1/94
- risk of criminal prosecution for violating 7/1/94

organizing witnessing at colleges, universities, shopping malls, flea markets, transportation terminals, nursing homes, harbors, county fairs, etc. 11/1/03
- insurance or indemnity requirements 11/1/03
- legal regulations and requirements 11/1/03

*Please Follow Up* (S-43) form
- foreign languages and sign language 10/15/98
- interested persons outside your territory 10/15/98
- may be sent to branch office after exhausting other efforts to direct 10/15/98
- secretary's role in handling 10/15/98

prisoners, contacting
- cautions 12/28/00
- correspondence with 12/28/00
- literature distribution guidelines 12/28/00
- regular weekly meetings can be held where permitted by prison officials 12/28/00
- sisters corresponding with male inmates not recommended 12/28/00
- video showings 12/28/00

reporting field service activity
- book study overseer collects for his group 2/15/02; 2/14/02
- may put report in box at Kingdom Hall 2/15/02; 2/14/02
- publishers "very limited" report 15-minute increments - discussion 2/15/02; 2/14/02

territories for street witnessing, businesses, and telephone witnessing 1/15/96

**FUNERALS**

Kingdom Hall - use of
- Congregation Service Committee decides whether Kingdom Hall may be used 1/22/98

**GILEAD SCHOOL**

applications - congregation's handling of 1/2/95

**HOSPITAL LIAISON COMMITTEE**

arrangement
- elder should personally assist publisher in making contact with Hospital Liaison Committee 1/3/95
- not for general health-care problems 1/3/95
- only for baptized and unbaptized publishers and their children 1/3/95

before calling
- determine patient's status in congregation 1/3/95
- information needed 1/3/95

children in school - use of secular 'emergency information card' 8/1/91

correspondence - direct to Watchtower of New York 2/27/01

list of doctors not released for congregations generally 1/3/95

look after blood transfusion matters only 1/3/95

members on
- list for elders only 1/3/95
- list kept with each elder at all times 1/3/95

not a "visitation" group 1/3/95

videocassettes - use of
- *No Blood—Medicine Meets the Challenge* prepared for non-Witness viewing public 2/12/02; 6/13/01 not intended for general distribution 4/10/01
- *Transfusion-Alternative Health Care—Meeting Patient Needs and Rights* - primary use for judicial, legal, media, medical communities, school administrators or teachers, and special interest groups 2/12/02
- *Transfusion-Alternative Strategies—Simple, Safe, Effective* - primary use for medical professionals 2/12/02

when to call 1/3/95

**ILLEGAL ALIENS**
(*see also* CITIZENSHIP)
citizenship, applying for
letter from congregation verifying membership - up to discretion of local body of elders 11/6/95
personal matter - neither branch office nor congregation gets involved with 11/6/95
sample letter for authorities 11/6/95
citizenship not necessary to be baptized or to preach good news 11/6/95
counsel and direction for 6/15/88
discussion 11/6/95; 6/15/88
privileges in congregation 6/15/88
status in congregation changes after applying for legal residency 6/15/88

**JUDICIAL**
accused moves out of congregation before matters are settled - best if original congregation elders follow through 7/1/89
announcement
announce judicial reproof if offense involved child sexual molestation 2/15/02
announce judicial reproof in cases of adultery if innocent mate has not yet forgiven 2/15/02
if announce judicial reproof - judicial committee decides whether restrictions should also be announced 2/15/02
appeal committee
adjustment to *ks*91, page 127 8/1/97
overturns decision of judicial committee 8/1/97
both committees supply sufficient details on reasons for conclusion, whether they agree or not 8/1/97
do not advise accused before hearing from branch office 8/1/97
report from both committees should supply sufficient details for clear picture of reasons for conclusion, even when they agree 8/1/97
committee
adjustment to *ks*91, page 127 8/1/97
before serving, review Units 5(a), 5(b), and 5(c) of Kingdom Ministry School textbook 8/1/97
not delayed by secular criminal investigation 7/1/89
review directions on S-77, in Kingdom Ministry School textbook, *Watchtower* and *Insight* articles before and during deliberations 8/1/97
written notes retained by chairman if hearing continued at later time 7/1/89
confidentiality
cordless telephones not to be used for confidential conversations 4/16/92
discussion 7/1/89
nothing should be preserved outside of sealed envelope 1/15/90; 7/1/89
photocopies - never use commercial photocopier to make copies of confidential documents 2/15/02
search warrants and subpoenas - contact branch office immediately 7/1/89
written material 7/1/89
crimes and criminal investigations
child abuse - contact Legal Department immediately 7/1/89
discussion 7/1/89
serious criminal wrongdoing - contact branch office before proceeding 7/1/89
files
adulterous marriage - file kept at least five years, and at least until death or remarriage of innocent mate 9/20/84
how long to keep? 9/20/84
kept in Kingdom Hall under lock and key 5/1/89
sealed envelope
no one outside judicial committee should read contents of 1/15/90; 9/20/84
nothing should be preserved outside of 1/15/90; 7/1/89
what should be placed within 7/1/89; 9/20/84
while waiting for branch office to return judicial form, written materials should be sealed in congregation confidential file 1/15/90
hearing
elder should not read directly from Kingdom Ministry School textbook when meeting with individuals 6/20/94
never tape-recorded 7/1/89
witnesses should not take notes during 7/1/89
lawsuit is threatened 7/1/89
legal concerns 7/1/89
notifying branch office of disfellowshippings and reinstatements - procedure 1/3/00
reinstatement
announcement of - restrictions always announced 2/15/02
notifying branch office - procedure 1/3/00
prison inmates 12/28/00
repentance - review directions on S-77, in Kingdom Ministry School textbook, *Watchtower* and *Insight* articles before and during deliberations 8/1/97
report made, even if mercy shown or case dismissed 9/20/84
reproof - announcement of
announce judicial reproof if offense involved child sexual molestation 2/15/02
announce judicial reproof in cases of adultery if innocent mate has not yet forgiven 2/15/02
judicial committee decides whether restrictions should also be announced 2/15/02
restrictions
always imposed along with judicial reproof or reinstatement 2/15/02
original committee will remove as warranted and advise body of elders 2/15/02
elder(s) on original committee no longer serving - body of elders selects replacement 2/15/02
wrongdoer moves - new body of elders selects two or three elders to care for removal of restrictions 2/15/02

**KINGDOM HALL**
(*see also* REGIONAL BUILDING COMMITTEE)
accidents resulting in bodily injury 10/15/02; 9/1/98
annual inspection in September 1/7/04; 4/15/97
send *Safety Inspection Work Sheet* (T-34) to Regional Building Committee 1/7/04

apartment
discussion 4/5/00; 3/15/00
former traveling overseer's use of 6/2/99
should not solicit to build 4/5/00
use of 3/15/00
cleaning and maintenance schedule 11/2/95
cooperation among congregations using
central account 4/15/97; 11/2/95
equal representation on operating committee 11/2/95
expenses 4/15/97; 11/2/95
operating committee entirely under direction of bodies of elders 4/15/97
written agreement describing building care and use, meeting times, financial obligations 11/2/95
construction
accounting system 5/30/00
contact Regional Building Committee when idea first conceived 11/2/95; 10/12/93
counting the cost 7/30/02
details approved by publishers before voting on resolution to build 11/2/95
discussion 11/2/95; 10/12/93
economize where possible 7/30/02
financing 11/2/95
hour credits for pioneers
procedure for posting 7/1/00
when to extend 7/1/00
*Kingdom Hall Volunteer Worker Questionnaire* (S-82) 10/12/93
local building committee
equal representation of all congregations 11/2/95
relationship to Regional Building Committee 11/2/95
notation made on *Congregation's Publisher Record* (S-21) card showing he engaged in construction work for a particular month 7/1/88
qualifications for workers 10/12/93
Regional Building Committee's role 11/2/95
signed agreement on general details made by all elders after approval of congregations 11/2/95
dedications
attendance
control number invited 4/1/92
no need for telephone tie-in to other locations 4/1/92
discussion 4/1/92
guidelines for traveling overseer as speaker 4/1/92
program
no alcoholic beverages 4/1/92
only one program to cover all Kingdom Halls in one complex 4/1/92
should not dedicate twice (in the case of a second language program) 4/1/92
talk should be given in Kingdom Hall being dedicated 4/1/92
renovated Halls - dedication appropriate? 4/1/92
requesting speaker from Bethel 4/1/92
expenses
central account 4/15/97; 11/2/95
unanticipated major expenses 4/15/97; 11/2/95
financing 10/12/93
insurance certificate 9/1/98
Kingdom Hall Assistance Arrangement 9/1/98
legal corporation
by-laws should be meticulously followed 5/1/89
corporate diary 5/1/89
discussion 9/1/03; 5/1/89
no special authority granted over use of Kingdom Hall 9/1/03
should hold title to only one Kingdom Hall 9/1/03
updating corporate records 5/1/89
maintenance
contracted work 4/15/97
legal concerns 4/15/97
operating committee 1/7/04; 4/15/97; 11/2/95
unpaid volunteers best, when possible 4/15/97; 11/2/95
meeting times
final decision by vote of baptized publishers 11/2/95
rotation of
done on January 1 5/5/92
frequency determined locally 5/5/92
not mandatory 5/5/92
moisture-related problems 1/7/04
operating committee
annual inspection of Kingdom Hall 1/7/04; 4/15/97
areas of responsibility 4/15/97
caring for repairs, supplies, etc. 11/2/95
chairman appointed by bodies of elders 4/15/97
qualifications for permanent chairman 11/2/95
qualifications for serving on 4/15/97
reports on operation of Kingdom Hall 11/2/95
separate bank account 4/15/97
ownership
by corporation 9/1/03
choosing trustees 9/1/03
corporate diary 5/1/89
discussion 9/1/03; 11/2/95
guidelines 9/1/03
relationship between congregation and titleholders 9/1/03
replacing trustees 9/1/03; 5/1/89
taking title
discussion 9/1/03
precautions 9/1/03
tax exemption 9/1/03
trustee arrangement 9/1/03; 5/1/89
property
damage 9/1/98
proper use of 3/15/00
renovation
counting the cost 7/30/02
discussion 10/12/93
safety guidelines and precautions 10/15/02; 10/1/00; 11/15/99
selecting property 9/1/03; 10/12/93
tax matters
exemption - discussion 9/1/03; 12/14/87
IRS Form 1023 - contact branch office before filing 12/14/87

IRS Form 1099-INT must be filed for each person paid more than $10 interest on funds loaned in any year 12/7/96
IRS Form 1099-MISC must be filed for each person paid at least $600 in any one year 12/7/96
trustee arrangement
choosing trustees 9/1/03
discussion 9/1/03; 5/1/89
legal status must be kept up-to-date 9/1/03; 5/1/89
replacing trustees 9/1/03; 5/1/89
trustees and corporations 9/1/03; 5/1/89
use of
agreement among congregations using Kingdom Hall 4/15/97; 11/2/95
discussion 3/15/00
weddings 5/15/88

**KINGDOM MINISTRY SCHOOL TEXTBOOK** (*ks91*)
adjustments and notations
page 93 - paragraphs 10-11 7/20/98
page 127 - paragraphs 7-8 8/1/97
page 135 - paragraphs 1-6 7/20/98
confidentiality
discussion 6/20/94; 9/16/91
not left on tops of desks or other places where easily accessible to family or others 9/16/91
not send textbooks through the mail 9/16/91
elder deleted - return to secretary and keep in confidential files 7/31/97
providing new elder with 7/31/97
rebinding not appropriate 6/20/94
study entire book carefully soon after appointment 6/20/94
use of
copying any portion of book not allowed 6/20/94
not read directly from when meeting with individuals 6/20/94
personal computers - not for use on 6/20/94
used textbooks should not be given to newly-appointed elders 7/31/97

**LEGAL**
(*see also* CITIZENSHIP; ILLEGAL ALIENS)
child custody proceedings - elders pointedly inquire of Witness parent whether beliefs of Jehovah's Witnesses being challenged 12/2/91; 7/1/89
confidentiality 7/1/89
crimes and criminal investigations
discussion 7/1/89
serious criminal wrongdoing 7/1/89
fund-raising program operated by Electronic Scrip Incorporated (*eScrip*) - congregations do not participate 4/2/03
Kingdom Hall maintenance - concerns 4/15/97
lawsuit is threatened 7/1/89
marriage, requirements for 5/15/88
municipality attempts to interfere with our public ministry - inform Legal Department
requires permit, completion of forms, or prior notification before preaching 11/22/02
signs other than "No Trespassing," such as "No Soliciting," "No Peddling," used against preaching work 7/1/94
problems when confidentiality violated 7/1/89
rental buses used in connection with assemblies, conventions, visiting Bethel - guidelines 7/2/01
search warrants and subpoenas 7/1/89
statements to secular authorities - none should be made unless directed by Legal Department 7/1/89
tax matters
exemption - discussion 9/1/03; 12/14/87
IRS Form 1023 - contact branch office before filing 12/14/87
IRS Form 1099-INT must be filed for each person paid more than $10 interest on funds loaned in any year 12/7/96
IRS Form 1099-MISC must be filed for each person paid at least $600 in any one year 12/7/96

**LITERATURE, MAGAZINES, and *OUR KINGDOM MINISTRY***
(For questions regarding literature refer to the *Watchtower Literature Request Guide* (S-15a). For questions regarding magazines and *Our Kingdom Ministry* refer to *The Watchtower and Awake!/Our Kingdom Ministry Request Guide* (S-15b).

**MEETINGS**
body of elders
elders not yet officially reappointed do not attend 2/15/02
following pioneer meeting at time of circuit assembly, include 10 minutes on agenda to share highlights of program 10/1/03
limited to specific purpose for which they are called 1/22/98
prior to circuit overseer visit 1/22/98
quarterly meetings limited to two hours 1/22/98
circuit overseer meeting with elders and ministerial servants
elders or ministerial servants not officially reappointed may attend outline portion if favorably recommended 2/15/02
limited to two hours 1/22/98
Congregation Book Study
assignments of publishers made by Congregation Service Committee 1/22/98
group should be kept small 2/15/02
inactive ones should be assigned to a group 2/15/02
overseer
assigned by body of elders 2/15/02
assists service overseer in Pioneers Assist Others program 10/1/99; 1/20/98
book study assistant
elder, preferably 2/15/02
if ministerial servant assists elder - conduct once every two months 2/15/02
no elders or ministerial servants available - use exemplary baptized brother as assistant 2/15/02
collect service reports for his group 2/15/02; 2/14/02
discussion 2/15/02; 2/14/02
elder, preferably 2/15/02

ministerial servant substitute for
not make shepherding calls rather can make spiritually encouraging visits 2/15/02
termed "Congregation Book Study servant" 2/15/02
used as substitute until elder available 2/15/02
qualifications for 2/15/02
responsibilities 2/15/02
congregation meeting times
final decision by vote of baptized publishers 11/2/95
rotation of
done on January 1 5/5/92
frequency determined locally 5/5/92
not mandatory 5/5/92
cordless microphones should not be used during confidential meetings 4/16/92
disruption of by opposer
avoid violence - call police 2/1/87
discussion 2/1/87
Lord's Evening Meal - special yearly effort to encourage all inactive publishers 2/4/04; 2/2/99
pioneer meeting at time of circuit assembly - member of Congregation Service Committee, preferably service overseer, attends 10/1/03; 11/2/01
prisons, within
Memorial celebration 12/28/00
regular weekly meetings can be held where permitted by prison officials 12/28/00
reporting attendance 12/28/00
Public Meeting
audience participation, demonstrations not appropriate 1/9/90
discussion 1/9/90
*New World Translation* should be used 1/9/90
speakers
can be given choice of outlines 1/9/90
limit frequency of giving talks outside congregation 1/9/90
preparation 1/9/90
presiding overseer oversees scheduling 5/1/89
"Reach the Heart When Giving Public Talks" given to each elder and ministerial servant who is assigned public talks 4/15/99
should personally read texts 1/9/90
should wear suits 1/9/90
visual aids should be limited 1/9/90
two-part talks (symposiums) 1/9/90
visiting speakers 1/9/90
Service Meeting schedule coordinated with Theocratic Ministry School assignments 1/22/98
Theocratic Ministry School
schedule coordinated with Service Meeting assignments 1/22/98
student talks generally not assigned to elders 1/22/98

**MINISTERIAL SERVANT**
appointment of - prior to announcement two elders meet with brother to review questions provided 2/15/02
deletion of
information retained indefinitely in congregation file 6/28/99
wording of announcement 6/28/99
disqualified (judicial)
announcement made at next Service Meeting without waiting for branch office acknowledgement 6/28/99
Congregation Service Committee should immediately send full details to branch office 6/28/99
disqualified (non-judicial)
announcement made only after receiving acknowledgement from branch office 6/28/99
correspondence to branch office should be signed by Congregation Service Committee 5/1/89
not quick to recommend deletion 6/15/92
should be considered at circuit overseer's next visit unless serious questions arise 6/28/99
supply full details to branch office 6/28/99
moves into congregation
circuit overseer's meeting with elders and ministerial servants - may attend outline portion before appointed if favorably recommended 2/15/02
Kingdom Ministry School - may attend before appointed if favorably recommended 2/15/02; 6/15/92
may be used for meeting parts 2/15/02; 6/15/92
recommending appointment prior to circuit overseer visit 6/28/99; 1/22/98
moves out of congregation
elders not sending favorable recommendation
meet with him before he leaves 6/15/92; 7/1/89
try to resolve differences before he leaves 7/1/89
handle deletion during next circuit overseer visit; do not write to branch office between visits 6/28/99; 6/15/92
introductory letter
points to include 1/22/98
should plainly state whether he is recommended to continue serving 1/22/98
signed by Congregation Service Committee 1/22/98
no announcement of deletion necessary 6/28/99
qualifications
discussion 2/15/02; 6/15/92
procedure for reviewing 2/15/02
recommending deletion between visits of circuit overseer 6/28/99
wife or child involved in serious wrongdoing 2/15/02
resignation (for personal reasons)
announcement should not be made until acknowledgement received from branch office 6/28/99
feels he needs to resign 6/15/92
provide full details to branch office 6/28/99
training - use for public talk scheduling, counselors in secondary schools, conducting meetings for field service 1/22/98

**MINISTERIAL TRAINING SCHOOL**
applications, handling of 9/1/95

**PIONEERS, REGULAR**
appointment date - make retroactive? 4/15/98
appointments 4/15/98
correspondence regarding - should be signed by Congregation Service Committee 5/1/89
discontinuing service
announcement 4/15/98

discussion 4/15/98
procedure to notify branch office 7/5/99
removal for improper conduct
pioneer does not agree with removal 4/15/98
provide branch office with complete and specific information 4/15/98
hour credits
not included with field service time on *Congregation Report* (S-1) 1/15/98
procedure for posting 7/1/00
when to extend 7/1/00
hour requirement is missed - whether to extend consideration 10/2/01; 12/1/98
moves to different congregation - procedure 7/5/99
name changes 7/5/99
pioneer meeting at time of circuit assembly - member of Congregation Service Committee, preferably service overseer, attends 10/1/03; 11/2/01
Pioneers Assist Others program
book study overseer assists service overseer 10/1/99; 1/20/98
designed for those who have potential to make progress in ministry 10/1/03
service overseer role
keeps up-to-date records 10/1/99
monitors progress 1/20/98
provides report at each quarterly meeting 1/20/98
takes lead in organizing 1/20/98
works with those being assisted when visiting book study groups 1/20/98
use discernment & good judgment in making assignments 10/1/99; 1/20/98
who may be assisted
not just those who lack experience 10/1/99
ones already assisted 10/1/99
those who have potential to pioneer 10/1/99
recommending discontinuance 10/2/01; 7/5/99; 4/15/98

**PIONEER SERVICE SCHOOL**
pioneer hour credits not included with field service time on congregation report 1/15/98

**PRESIDING OVERSEER**
away on vacation for a time - body should arrange for someone to act as replacement during absence 5/1/89
recommending appointment of new
notify branch office immediately of substitute 6/28/99; 5/1/89
procedure 5/1/89
state clearly why change needed 5/1/89
substitute chosen by body of elders to serve in interim 5/1/89

**PUBLICATIONS, WATCH TOWER**
*Education* brochure rather than *School* brochure should be used when approaching school officials regarding Christian stand 8/26/97
prison distribution guidelines 12/28/00
videocassettes
*No Blood—Medicine Meets the Challenge*
prepared for non-Witness viewing public 2/12/02; 6/13/01
not intended for general distribution 4/10/01
*Purple Triangles* - not to be shown in public settings 1/15/92
*Transfusion-Alternative Health Care—Meeting Patient Needs and Rights* - primary use for judicial, legal, media, medical communities, school administrators or teachers, and special interest groups 2/12/02
*Transfusion-Alternative Strategies—Simple, Safe, Effective* - primary use for medical professionals 2/12/02
within prisons 12/28/00

**PUBLIC MEETING**
(*see* MEETINGS)

**REGIONAL BUILDING COMMITTEE**
(*see also* KINGDOM HALL - construction)
accounting system for Kingdom Hall projects 5/30/00
arrange for physical inspection of each Kingdom Hall and property at least once every two years 1/7/04
assistance to congregations in planning project 10/12/93
contacted before any steps toward expansion are taken 11/2/95
economize where possible 7/30/02
*Kingdom Hall Volunteer Worker Questionnaire* (S-82) 10/12/93
notation made on *Congregation's Publisher Record* (S-21) card showing he engaged in construction work for particular month 7/1/88
oversight of renovation and construction 11/2/95
role of 11/2/95
relationship to local building committee 11/2/95
selecting property 10/12/93
using pioneers for projects
hour credits 7/1/00
procedure to follow 7/1/00
volunteer workers who no longer qualify 10/12/93

**REINSTATEMENT**
(*see* JUDICIAL)

**SECRETARY, CONGREGATION**
appointment of new - procedure 5/1/89
assistance for 5/1/89
away on vacation for a time - body of elders arranges for one to act as replacement during absence 5/1/89
composes yearly list of inactive publishers, in connection with Memorial celebration 2/2/99
*Congregation's Publisher Record* (S-21) card
file - divide two sections—"Active" and "Inactive" 2/15/02
inactive publishers - last card keep indefinitely 2/15/02
notation made showing publisher engaged in work with Regional Building Committee 7/1/88
pioneer hour credits (such as for Pioneer Service School or Bethel work) not included with field service time on congregation report 1/15/98

publisher not irregular just because late report not included with report to branch office 1/15/98
publishers "very limited" report 15-minute increments 2/15/02
field service reports - book study overseer may assist by collecting for his group 2/15/02; 2/14/02
judicial files - not opened or read by secretary unless part of judicial committee 9/20/84
not expected to do all congregation's clerical work 5/1/89
*Please Follow Up* (S-43) form - role in handling 10/15/98
responsibilities 5/1/89

**SELECTIVE SERVICE**
registration procedures 4/21/89

**SERVICE OVERSEER**
assigns elders to call on inactive publishers in connection with Memorial 2/2/99
pioneer meeting at time of circuit assembly - member of Congregation Service Committee, preferably service overseer, attends 10/1/03; 11/2/01
recommending adjustments in book study groups 1/22/98
responsibilities 5/1/89
role in Pioneers Assist Others program
keeps up-to-date records 10/1/03; 10/1/99
monitors progress 1/20/98
provides report at each quarterly meeting 10/1/03; 1/20/98
takes lead in organizing 1/20/98
works with those being assisted when visiting book study groups 1/20/98

**SERVICE MEETING**
(*see* MEETINGS)

**SHEPHERDING**
arrangements 1/22/98
balance in time spent with chronic problems 1/22/98
discussion 2/15/02
marital problems - separate or divorce is personal decision, elders share principles yet not influence decision 2/15/02
sisters - elder avoid calling on by himself and other cautions when shepherding 2/15/02
special yearly effort to encourage all inactive publishers in connection with Memorial 2/4/04; 2/2/99
telephone - exercise caution when talking to sisters 2/15/02

**SPECIAL ASSEMBLY DAY**
(*see also* CIRCUIT ASSEMBLY)
baptism - options for one with communicable disease 5/20/96; 3/15/96
safety guidelines and precautions 10/1/00

**THEOCRATIC MINISTRY SCHOOL**
(*see* MEETINGS)

**TRAVELING OVERSEER**
accommodations
apartments 4/5/00; 3/15/00
discussion 4/5/00
expenses 4/5/00
former traveling overseers in need 6/2/99
trailers
expenses not cared for by circuits or congregations 4/5/00
not preferred 4/5/00
expenses
automobile and health-care 11/5/01; 4/5/00
discussion 4/5/00
money gifts 4/5/00
housing for former traveling overseer 6/2/99
health care - arrangement 11/5/01; 4/5/00
leased vehicles 11/5/01; 4/5/00
money gifts - should not come from congregation or circuit funds 4/5/00
reimbursements - general information 4/5/00

**UNBAPTIZED PUBLISHER**
announcement to congregation, when to make 1/15/90
becomes inactive, then later takes up ministry 1/15/90
wrongdoing by ("no longer a publisher of the good news")
again wants to share in ministry 1/15/90
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WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (212) 625-3600

January 2, 1981

TO ALL BODIES OF ELDERS

Dear Brothers:

In this country there are many universities and colleges with thousands of students attending and many of them living on the campus. In some areas the elders have used good initiative in arranging for an effective witness to be given to the students and the results have been encouraging. Much literature has been placed, many studies started and students are learning the truth. Do you have colleges or universities in your territory? Is it possible that you, too, could do more in reaching the students and others who work there?—1 Timothy 2:3, 4.

Those who have been successfully doing this work say that it is necessary to approach the proper authorities at the college. Tell them that you are interested in providing Bible education on campus and would like to know what is required to do this. When the brothers learned what was required they endeavored to follow closely the requirements of the college and found school officials helpful and cooperative in many instances.

When the regulations of the college have been met, our brothers have in some cases been permitted to put up a table or 'booth' with a display of literature, doing so once a week, once a month or as often as permitted and in a location provided by the college. Alert, outgoing brothers and sisters (two or three at a table) have been able to draw students into conversations, answer their questions and offer Bible studies. An informal approach, avoiding debates, has proven to be best, providing the relaxed situation that allows students to open up and discuss matters freely. Students have generally been found to be open-minded, inquiring and willing to talk. You may find the college requires that literature offered must be without cost to the student. (In this case the congregation may wish to absorb the cost of the literature placed.) Three publishers working together were encouraged when five different students requested Bible studies in one afternoon.

We encourage you to inquire into these matters to see what can be done locally to give a more thorough witness if you have universities or colleges in your congregation's territory which are not receiving attention. If you have success in this activity

and would like to pass on to the Society any information on how you are handling the work in your area, this would be appreciated. If publishers in your congregation have interesting experiences, we would be pleased to have you pass these on to the Society also.

When your circuit overseer visits, we are asking him to check with you on the progress you have been able to make in this. It may be that he can be of assistance and help you in following through on this matter during the week of his visit and we are asking him to do so if appropriate.

We pray that Jehovah's rich blessing will go with you in all of this. We send our Christian love.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (212) 625-3600

December 1, 1981

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

Reports have come in from all over the country telling of the good work brothers are doing in contacting prisoners in various jails and penitentiaries, helping some to rehabilitate their lives spiritually. In a number of penal institutions regular meetings are being held and several prisoners have studied to the point of dedication and baptism. Their changed pattern of life has been in itself a tremendous witness to others.

In some cases prisoners have been helped by brothers who have corresponded with them over a period of time. However, there have also developed a number of serious situations in this regard in which brothers, and sisters in particular, have had prisoners take advantage of their loving concern and hospitality. This has worked out to the injury of some. For this reason it seems appropriate to caution congregations concerning the danger. Some prisoners are willing to carry on correspondence, feigning interest over long periods of time simply for their own selfish advantage. As reported by one brother who is himself a prisoner, "These men in here have nothing better to do than just sit around and think up ways to con people out of their money. Some may spend months just setting up a person for the kill, so to speak. They are quite good at deceiving our sisters and brothers."

There have been a few cases in which sisters have become emotionally or romantically involved with prisoners through corresponding with them. Some have suffered spiritually and otherwise. Others have sent money to the prisoners who use this money to pay for cigarettes, narcotics and even sexual favors from other inmates, while pretending to be interested in becoming Christians. Sadly enough, some who became emotionally involved allowed themselves to be so thoroughly deceived that they rejected warnings from the elders and believed wicked deceivers instead. Therefore, if correspondence is carried on with a prisoner it would not be good to begin sending money or material things at the prisoner's request. Rather, the giving of spiritual information and encouragement to apply Bible principles in their lives should be the reason for writing.--Prov. 14:15.

We do not recommend that sisters carry on correspondence with male prisoners. Rather, it would be well for such to be done by qualified, mature brothers. It is also ill-advised to invite indiscriminately members of the congregation to visit the prison

and have close association with inmates. In some areas large gatherings have been held inside the prison with numerous members of the congregation being allowed to mix freely with the inmates. Special events have been arranged in connection with the baptism of inmates and on some occasions circuit assembly programs have been presented in part for the inmates, with brothers and sisters from the congregations attending. This has proved to be very unwise and should not be done for reasons indicated above.

Where interest is shown by prisoners it is good to give the names and addresses of such ones to the congregation nearest the prison and let the brothers there who are qualified to visit the prison contact these prisoners and arrange to study with them if possible. Usually these brothers know how to properly handle the various problems that may arise and have special permission to enter prison facilities. It is not objectionable for these brothers to hold meetings with prisoners so that several may study at one time, but rather than arranging for any form of special events, we believe that the most good can be accomplished by just holding regular weekly meetings where they are permitted by the prison officials. Thus, dedicated or interested inmates will be receiving the same spiritual feeding that Jehovah's people on the outside are receiving.

Some of the information contained in this letter is being published in Our Kingdom Ministry for February, 1982. Please be sure that what is published there is covered thoroughly with the brothers as it is scheduled for the regular service meeting. It will not be necessary for you to incorporate information from this letter in considering the article, but it seems appropriate to provide this background information for the elders in the event a particular situation should develop locally where counsel needs to be given to individuals that may become involved with writing to prisoners.

Certainly we want to be of help to all persons who are hungering and thirsting for the truth, but caution must be exercised when dealing with those whose wrongdoing has caused them to be confined in prison. We appreciate the cooperation of you brothers in this regard. Please accept along with this letter our expression of Christian love and best wishes. Be assured that we are happy to be working with you as overseers of the congregation of God.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (212) 625-3600

April 1, 1982

TO ALL BODIES OF ELDERS

Dear Brothers:

Reports coming to the Society on territory coverage indicate that it is becoming increasingly difficult to gain entrance into apartment complexes and condominiums. In some places legal suits have been threatened if the brothers continue to enter buildings. Often methods used to avoid detection while working buildings have resulted in poor relations with the management as they are concerned about security. How can we reach these people with the good news and at the same time show respect for the difficult task placed upon managers and superintendents? (Matt. 10:16) Herein are some suggestions that might prove helpful. R ~

In high security apartments and condominiums there are generally rigid rules about any kind of door-to-door activity. Managers and superintendents must answer to a board of directors for security. So they ask us to leave even though they may not personally be opposed to our work. When this is done we should immediately leave as requested since refusing to do so could be considered criminal trespass and result in arrest and criminal conviction.

Some progress has been made with managers of these complexes by arranging for representatives of the congregation to approach the managers or superintendents personally in a kindly way, explaining the nature of our work and seeking their assistance so we can in some way communicate with the tenants. How has this been accomplished?

Decorum and approach play an important role. When approaching these men it is best to be positive but respectful. If the reaction is unfavorable, it is best to acknowledge or agree to the extent possible and express empathy for the job he has in keeping the building secure and safe from strangers. It may bring a more favorable response if we offer to arrange for one married couple to come once a week or do only a few doors at a time and check in with the office before entering and when leaving. If it is requested, there is no objection to asking publishers witnessing in the building to wear an identification badge. If concessions are made to allow limited door-to-door visits, it would be good to establish a certain specified time that visits will be made so the superintentent knows when to expect those who will be working in the building. It would also be good for the ones chosen to become personally acquainted with the management and/or superintendent.

If there are no concessions made for making door-to-door visits, there are other things that can be done to reach the people. Many have allowed us to leave literature at regular intervals in the lobby or laundry room or to post an announcement on the information board about our Bible study program with information as to who can be contacted. In some exclusive apartment buildings where there is closed circuit television, use of this has been permitted for announcements. Where there is a door man or intercom system, some have allowed limited use of the intercom or for the couple to be announced by the door man.

Who should be chosen for this special work? Because of the nature of the contacts with the management, it is important to choose the right persons to meet these individuals and represent the congregation. They should be business-like in appearance, discerning and very tactful, those who are capable of developing a good relationship with supervisory personnel. Two sisters or a married couple often have more success than one or two brothers. The type of people living in the building should also be taken into consideration. For example, if the building has many senior citizens, older brothers and sisters might not be viewed with concern as a possible threat to security.

The Society has tested these methods in a number of cities in the United States and the results have been encouraging. One brother said: "80-85% of all security buildings that had barred our entrance granted some kind of concession." Another brother told us of a sister who was told by the management that she could write letters or use the enterphone on the outside of the building. She wrote a brief letter of introduction for herself. She mailed copies of this letter to about five residents in the building each week. After a few days, along with another sister, she made a personal call on each resident identifying herself as the woman who had written earlier. The sisters were invited in about 50% of the time and had some good experiences. So, there is much that can be done to reach people in high security apartments and condominiums. It will require taking a special interest in the work, reliance upon Jehovah along with prayer for his blessing.

If the above suggestions are not successful, another alternative would be to do street work in front of or in the immediate vicinity of the building. The above suggestions could also apply to other places where we have been denied entry, such as some mobile home parks.

If you have such apartment buildings in your congregation territory we encourage you to discuss this letter as a body of elders and determine what can be done and who could best be used in the work as well as who could best oversee the work. Certainly we want to do everything within our power to reach these people, and if we are discreet, tactful and dignified in our presentation of matters, surely Jehovah will help us to search out deserving ones to an even greater degree and this will result in glory to his name.--1 Cor. 10:31.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

# WATCHTOWER

**BIBLE AND TRACT SOCIETY OF NEW YORK, INC.**

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (212) 625-3600


March 10, 1983

TO ALL BODIES OF ELDERS

Dear Brothers:

The Society has made some adjustments in the procedure to be used by congregations in reporting disfellowshippings and disassociations to the Society. Enclosed we are sending you an initial supply of the necessary forms.

The "Notification of Disfellowshipping or Disassociation" (S-77) form should be filled out in duplicate with the original being sent to the Society and the copy being kept in your confidential files. (Please use typewriter or neatly print all information in ink.) You will notice that there is space on this form to give complete information regarding the case handled. There may be times, though, when it is necessary to give a more complete description of the circumstances than will fit into the space allowed. When this is the case please feel free to provide the further explanation on a separate sheet. A carbon copy of this separate sheet should also be kept in the congregation file along with your copy of the S-77 form.

Each time that you handle a judicial case that results in a person being disfellowshipped or disassociated, the judicial committee should carefully read all of the instructions on the front and back of the S-77 form. Please fill out the form completely.

After filling out the S-77 form the judicial committee should then fill out the S-79a and S-79b cards ("Record of Disfellowshipping or Disassociation"). Both of these cards should be filled out as originals rather than making one of them a carbon copy. (Please use a typewriter if possible.) Both of these cards should then be sent to the Society in a special blue envelope along with the S-77 form. (Do not sign the S-79b card.) The S-79a card will be placed in the Society's files and the S-79b card will be stamped to show the date it was received by the Society; then it will be returned to the congregation. When you receive this S-79b card back, it should be kept with your copy of the S-77 form in the confidential files of the congregation.

If the individual is reinstated (or dies), the secretary should fill in the date of reinstatement (or death) on the S-79b card, sign it, and send it to the Society, using the special blue envelope. This date should also be recorded on your copy of the S-77 form.

This will complete your records and those of the Society, thus it will not be necessary for the Society to acknowledge its receipt of the S-79b card.

We are also sending you a supply of special blue envelopes with the Society's address on them. These envelopes are to be used only for sending correspondence to the Society regarding judicial matters. Please do not use these envelopes for any other correspondence with the Society. Committees handling judicial matters should obtain a blue envelope from the secretary for forwarding information regarding judicial matters to the Society.

When we return the S-79b card to you we will also send you forms to replenish your supply. We will send some additional supplies with the yearly mailing. However, if you find that during the year you are in need of more blue envelopes, S-77 forms or S-79a and S-79b cards, you may borrow these from a nearby congregation and later replace them. Or, on your request, the Society will be glad to send a reasonable amount.

We believe that this new procedure for notifying the Society of a disfellowshipping or disassociation will prove to be a fine arrangement. It will not only help you brothers who serve on judicial committees to supply the Society with the details we need, thus avoiding unnecessary correspondence, but it will also assist us to process the information more quickly. Your conscientiousness in filling out these forms very carefully will be very much appreciated. Be assured of our warm love and Christian greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

OFFICE OF THE SECRETARY AND TREASURER
25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A.

PHONE (212) 625-3600

[redacted] February 1, 1984

TO ALL BODIES OF ELDERS IN THE
UNITED STATES, INCLUDING ALASKA,
HAWAII, GUAM AND PUERTO RICO

Dear Brothers:

Recently federal legislation was enacted wherein financial institutions were asked to obtain from all their customers that have interest-bearing accounts their Federal Identification Number.

A number of congregations do have checking accounts and also saving accounts that bear interest. You were required by law to submit your Federal Identification Number to your banking institution by January 30, 1984.

Instructions were sent to all congregations in a letter to the Body of Elders dated April 12, 1978, wherein the Society gave instructions to obtain a Federal Identification Number. At that time we told the congregations that the banking institutions will be requiring a Federal Identification Number from them. Also, in the July, 1980, Our Kingdom Service, in the Announcements, item number three, we provided information regarding the obtaining of a Federal Identification Number.

It would be appreciated if all congregations at this time check to see if they have a Federal Identification Number and also that this number is on record with their local banking institution. This is required in cases where your account is receiving or not receiving interest. Also, after you have done so, please notify the Society in the enclosed envelope regarding your Federal Identification Number. If the congregation does not have a number, please at once obtain an SS-4 Form from the Internal Revenue Service, fill it out according to the facts and mail it to the Internal Revenue Service Center for your area. As soon as the number is sent to you by the IRS, please give it to your banking institution and also forward the number to the Society for its records.

We are requesting that you return the above information to us by April 1, 1984.

Be assured of our warm Christian love.

Your brothers and fellow servants,

Watchtower B.T.S. Society
OF NEW YORK, INC.

Enc.

P.S. Please return the requested information in the enclosed envelope.

[redacted]

Watchtower Society,
Secretary's Office,
25 Columbia Pl.,
Brooklyn, N.Y. 11201.

Dear Brothers,

This is in response to your letter dated February 1, 1964 regarding Congregation Federal Identification Number.

Our Congregation is Woodward East and our number is [redacted]. Our Federal Identification Number is [redacted]

We are sorry for the delay which is primarily due to our efforts to serve One.

Serving Jah with you in Unity.

Your Brothers,

[redacted]

Secretary.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

September 20, 1984

TO ALL BODIES OF ELDERS

Dear Brothers:

The Society has received inquiries regarding the handling of correspondence dealing with judicial cases and disassociations. We would like to take this opportunity to provide you with some guidelines to assist you.

You should keep in mind that the Society has provided certain guidelines alerting you to Scriptural requirements and also some legal requirements. Some individuals who have been disciplined later lose their spirituality and become vindictive and retaliatory. All judicial committees should be extremely careful to follow the instructions the Society has given, not only to be certain that matters are handled Scripturally, but that matters are handled so that we do not unnecessarily expose ourselves to legal problems. No judicial committee should handle these hearings hurriedly and without reviewing procedural guidelines, thought, study, thorough preparation and prayer. It is good also to consult experienced elders regarding principles and procedure.

After a duly appointed judicial committee has met with an individual and has decided either to disfellowship or to show mercy because there is evidence of repentance, or to dismiss the case because of lack of evidence, a report on the proceedings is prepared and signed by the judicial committee.

In the case of a disfellowshipping, this report would include filling out accurately and completely and very carefully the "Notification of Disfellowshipping or Disassociation" form (S-77) and the "Record of Disfellowshipping or Disassociation" cards (S-79a and S-79b). The S-79a and S-79b cards are sent to the Society along with the original copy of the S-77 form. When the S-79b card is returned to you by the Society, then this along with the duplicate of the S-77 form and any other correspondence relating to the case, is kept in a sealed envelope. On the front of the envelope should be the name of the disfellowshipped person along with the names of those who served on the judicial committee.

When a judicial committee does not disfellowship the accused for the reasons outlined in paragraph #3 above, there is still a need for the committee to prepare a written report on the case. This report should be kept in a sealed envelope with the date, the name of the accused on the front along with the names of those who served on the judicial committee.

If and when a disfellowshipped individual makes a plea for reinstatement, the envelope may be opened by the committee that will be considering the plea for reinstatement. On this committee, it is often preferable to use the brothers who handled the case originally if they are available and still fully qualified to serve. If the decision is to reinstate the individual, the date of reinstatement should be posted on the S-79b card which should be signed by the secretary and then promptly sent to the Society. The file should then again be kept in a sealed envelope showing the name of the reinstated person along with the names of the brothers serving on the reinstating committee. The date of reinstatement should appear on the outside of the envelope.

All correspondence dealing with judicial matters is confidential and should be kept in the congregation file by the congregation secretary. The secretary is not authorized to open these files just because he is responsible for keeping them safe. Rather, if there is a need to open these envelopes in the future, this should be done by the elders who will handle the case.

## DISASSOCIATION

In the case of one who no longer wants to be recognized as one of Jehovah's Witnesses, disassociating himself, the facts establishing this should be kept in a sealed envelope with the name of the disassociated one, as well as the names of the brothers who were assigned to consider the facts establishing the disassociation, written on the outside of the envelope. The facts substantiating the disassociation may be in written form signed by the individual or it may be that the individual made a verbal statement to this effect to two witnesses and these two witnesses have put this in writing and have signed a statement. (See om pp. 150-1.)

When a person disassociates himself from the congregation by reason of violating his Christian neutrality, a committee of brothers should consider the evidence establishing the matter. This information should also be kept in a sealed envelope as outlined in the above paragraph.

In cases where the elders are pursuing a matter judicially when the accused disassociates himself, information regarding the offense(s) the individual was accused of as well as evidence available establishing the offense(s) should be prepared by the committee and kept along with the information regarding disassociation. If the individual later makes a request for reinstatement the committee will need to consider these matters to determine if he has cleaned up his life and is eligible for reinstatement.

When a person who has disassociated himself from the congregation by reason of violating his Christian neutrality or through voluntarily withdrawing from the congregation, makes a plea for reinstatement, the envelope may be opened by the committee of brothers that will be assigned to consider the plea for reinstatement. On this committee it is often preferable to use the brothers who handled the case originally if they are available and still fully qualified to serve. If the decision is to reinstate the individual, the date of reinstatement should be posted on the S-79b card which should be signed by the secretary and then promptly sent to the Society. The file should then again be kept in a sealed envelope showing the name of the reinstated person along with the names of the brothers serving on the reinstating committee. The date of reinstatement should appear on the outside of the envelope.

## HOW LONG SHOULD THE FILES BE KEPT?

After a disfellowshipped person has been reinstated a full five years, if the judicial committee feels there is no longer any need to retain the file material, it can be destroyed. This matter may most appropriately be determined by the judicial committee that handled the case, if these brothers are still available and fully qualified to serve on a judicial committee. If these brothers are not available or qualified, the determination may be made by the service committee or qualified elders designated by them. If there is some reason why the committee feels that

it would be better to retain the correspondence longer, it can be kept as long as necessary. If a man or a woman has entered into an adulterous marriage, the file should be kept for five years after reinstatement and thereafter at least until the death or remarriage of the innocent mate.

When individuals who disassociated themselves have been reinstated, the file on the case should be kept in a sealed envelope for at least five years after the reinstatement. It may be kept longer if there is some reason why the committee feels this would be appropriate.

It is our hope that these guidelines will assist you in caring for these important matters. Be assured of our warm Christian love.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

[ There are no BOE Letters in the collection for 1985 ]

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

May 8, 1986

TO ALL BODIES OF ELDERS

Dear Brothers:

We are writing to inform you of an adjustment in the way things are to be handled when a person in the congregation joins another religious organization.

Up to the present, someone who joins a false religious organization would be subject to judicial investigation and possible disfellowshipping. However, it has been determined that it would be more appropriate to take the position that a person who joins a false religious organization has by his actions, disassociated himself from the congregation of Jehovah's Witnesses. This is similar to the way we view one who joins a secular organization, the objective of which is contrary to the Bible, and, hence, is under judgment by Jehovah God.--See Our Ministry, page 151; compare Revelation 19:17-21; Isaiah 2:4.

So in the future, if it is learned that a person has taken up association with another religious organization, and thus is identified with it, a committee should be formed to investigate matters. They should talk with the individual to determine whether or not he has joined another religious organization and intends to remain with it. If it is clearly established that he has indeed joined another religious organization and intends to remain with it, then it would be fitting to acknowledge this by making a brief announcement to the congregation that the person has voluntarily disassociated himself from the congregation and is no longer one of Jehovah's Witnesses.

Thereafter, the person would be viewed by members of the congregation in the same light as those described at 1 John 2:19. (See The Watchtower of July 15, 1985, pages 30, 31.) The Society should be notified of any such disassociations on the forms provided for that purpose (S-77, S-79). These should be signed by the committee that investigates the matter.

Please note that this adjustment does not affect how we would deal with a person who still professes to be a member of the congregation but who tries to practice interfaith, who promotes a sect, or who endeavors to subvert the faith of others. (2 Corinthians 6:14-17; Titus 3:10, 11; 2 Timothy 2:16-18) Some who are still in the congregation may be causing division or undermining confidence in Jehovah's arrangement. This may involve or lead to apostasy. Any of such persons who do not respond to repeated admonitions in harmony with Titus 3:10, 11,

but who unrepentantly promote false teachings in the congregation, should be dealt with by a judicial committee and may need to be disfellowshipped. Of course, if any of these individuals disassociate themselves or join another religion, there would be no need for a judicial committee to pursue it.--Romans 16:17, 18; 1981 Kingdom Ministry School textbook, pages 166, 167; The Watchtower of April 1, 1986, pages 30, 31.

It is a pleasure to be working with you, under the headship of Christ, in maintaining the unity and peace of the congregation. (Ephesians 4:3-6, 11-13) We remember you in our prayers, and we send with this letter our warm Christian love and best wishes.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

February 1, 1987

TO ALL BODIES OF ELDERS

Dear Brothers:

Occasionally we receive inquiries as to what elders should do when a person deliberately attempts to disrupt a congregation meeting. This does not surprise us because as the "last days" of Satan's world reach a climax we can expect increasing opposition. (2 Timothy 3:1-5, 8, 9) Consequently it seems good to provide some general guidelines so you will know how to handle such situations should they arise.

First, we remind you of the position that we have taken regarding disfellowshipped or disassociated persons who attend congregation meetings. If such a person comes into a Kingdom Hall to attend a congregation meeting that is open to the general public, such as a Public Meeting, a Watchtower Study or a Service Meeting, even participating in singing, he may be admitted as long as he conducts himself properly. Of course, in harmony with the Scriptures, none will greet him and he may not attend a Congregation Book Study held in a private home.--1 Corinthians 5:11; 2 John 9-11.

What should be done if an opposer of Jehovah's Witnesses in attendance at a meeting creates a disturbance? Trivial disturbance should be ignored. But if he persists and is distracting others, you should ask the disruptive one to leave. If he or she refuses, then you should call the police and have them deal with the matter. Wisely avoid being provoked into physically removing such persons from the Kingdom Hall as such ones may be attempting to create a cause for legal action. You should avoid violence and should not try to forcibly remove one from the hall. Rather, call the police. You may then inform the police officers that this individual is causing a disturbance, that his implied invitation to attend the meeting has been revoked, and that if the person makes future attempts to disrupt meetings you will press trespassing charges. If a situation of this kind arises and you feel the need for further advice, please contact the Society.

In the event a disturber physically attacks a member of the congregation, that one has the right to defend himself from harm. In such an instance, care should be taken not to be aggressive.

Be assured of our prayers in your behalf as we work together in maintaining the peace, good order, and spiritual health of the congregation. We send our warm Christian love and best wishes.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

May 20, 1987

TO ALL BODIES OF ELDERS

Dear Brothers:

This letter is in response to a number of questions that have arisen as a result of the Immigration Reform and Control Act of 1986. Some who have been associating with congregations desire to take advantage of the amnesty program in order to establish their legal residency. In this letter we will answer questions that have come up on this matter.

As an organization we have always encouraged individuals to act in harmony with Romans 13 in these matters. It is left to each one to decide whether or not he wants to take advantage of the Immigration Reform and Control Act of 1986.

One of the provisions of the law is that if one can document that he has been in the United States continuously since before January 1, 1982, he may qualify for legal residency. Questions have arisen as to what extent the congregation may assist in supplying documentation. The statute specifies that documents proving residency should be employment related if possible. Non-employment related documentation, such as, utility bills, school records, hospital or medical records, could also be used.

If brothers making application under this law ask the body of elders for an affidavit because they are not able to prove through other means their presence in the country since before January 1, 1982, then it is permissible for the elders to provide an affidavit, but this should be done only as a last resort. Attached is a sample of an affidavit that the elders could provide. You will not want to say any more than what is included in this sample affidavit.

The Immigration and Naturalization Service (INS) has authorized certain voluntary agencies and other non-profit groups as Qualified Designated Entities to help undocumented persons to gain legalization. Some of these are religious organizations. Some have asked whether a Christian could go to one of these religious organizations that has been authorized by the INS. Of course, it would be preferable if the brothers who want to take advantage of this law would go to volunteer agencies that are not religious. However, if the only agency authorized in their community is a religious organization, and

they decide to go to such for assistance with their application, then the fees that would be paid would be viewed as paying for services rendered rather than as contributing to a false religious organization.

We hope the foregoing information assists you to answer questions of any associated with your congregation who may desire to take advantage of this amnesty program. Please accept herewith an expression of our warm Christian love and best wishes.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

March 15, 1987

TO ALL BODIES OF ELDERS

Dear Brothers:

We would like to take this opportunity to let you know that an adjustment is being made in the way announcements should be made to the congregation regarding judicial reproofs, disfellowshippings, and disassociations.

Before making an announcement to the congregation that an individual has been reproved by a judicial committee, disfellowshipped, or has disassociated himself, it should be put in writing and given to the presiding overseer. He should check the announcement to make sure it conforms to the guidelines previously outlined by the Society. (See Our Ministry book, page 148.) Thereafter, one of the elders who served on the judicial committee, perhaps the chairman, should simply read the announcement to the congregation. Putting the announcement in writing, having it checked for wording and content by the presiding overseer, and then having it read to the congregation by an experienced elder, will assure that what is said is Scripturally and legally correct. This will help protect the congregation and Society from becoming involved in any unnecessary legal difficulties.

Your cooperation in following this procedure in the future will be appreciated. May Jehovah's blessing continue with you as you endeavor to shepherd the flock of God entrusted to your care. Be assured of our warm Christian love and best wishes.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

December 14, 1987

TO ALL BODIES OF ELDERS IN THE UNITED STATES
AND TRAVELING BROTHERS

Dear Brothers:

Re: IRS Form 1023, Application for Recognition of Exemption, Under Section 501(c)(3) of the Internal Revenue Code

As new congregations are being formed, some congregations make inquiry about filing for formal recognition of exemption from federal income tax. Formal recognition is gained by filing IRS Form 1023 with the IRS. When an application is not properly completed or when an application is not necessary, problems can be encountered, as indicated by past experience.

The Legal Department should be contacted before any congregation files IRS Form 1023.

Because of increased Kingdom Hall construction, some congregations have sought exemption from state sales and use tax. New construction and renovation may be costly. If a congregation needs such exemption, competent advice from a local attorney may be necessary. Congregations applying for exemption from state sales and use tax may be told by a state authority that the congregation must file an IRS Form 1023 before the congregation will receive state sales and use tax exemption. Under such circumstances only should congregations contact the Legal Department for assistance in qualifying for state sales tax exemption. It is not necessary for all congregations to apply for state sales and use tax exemption.

We are providing this direction for your attention so that the congregations are not burdened with unnecessary work when applying for formal recognition of exemption from federal income tax or when applying for exemption from state sales and use tax.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

May 15, 1988

TO ALL BODIES OF ELDERS

Dear Brothers:

Re: GUIDELINES ON WEDDING PROCEDURES

Marriage is a sacred arrangement instituted by the Creator of mankind, Jehovah God. (Mark 10:6-9) The Christian congregation has an obligation to uphold the honorableness of marriage. (Heb. 13:4) Thus, when a brother and sister request that their marriage be performed by a Christian elder, or when they request use of the Kingdom Hall for their wedding, how can the elders show proper respect and due honor for the marital arrangement? It is important that congregation elders give careful consideration to the many details involved, making sure that everything is handled in full accordance with legal and Scriptural requirements. The following guidelines are provided to assist the body of elders in handling things properly. Please study this letter carefully and review it each time a request is made for an elder to perform a marriage or for the Kingdom Hall to be used for a wedding, making sure that all details and circumstances conform to these guidelines.

WHO IS QUALIFIED TO PERFORM WEDDINGS?

While all baptized brothers are ministers, "it is preferred that congregation elders, men well spoken of in the congregation, care for this responsibility in order that all things take place in proper order." (km 12/81 4; see also w84 4/15 13-14.) If the couple has a specific elder in mind, they can personally ask him to officiate at their wedding. He should not agree to perform the wedding until it has been confirmed that the legal and Scriptural requirements outlined herein have been met. He should cooperate fully with the body of elders. If the couple has no preference, the body of elders can select one of their number to care for this assignment.

LEGAL REQUIREMENTS

In some areas, local authorities require that a minister who performs weddings register and provide some proof of his ordination. In many cases, they will accept a letter signed by the body of elders confirming his appointment as an elder in the local congregation. If this does not suffice, the elder should determine the exact requirements and then, if necessary, write to the Society requesting assistance. At the completion of the wedding, the elder officiating must make sure that the marriage registration (license)

form is properly filled out and signed by the couple and/or the necessary witnesses as required and then promptly sent to the appropriate officials for registration. It is suggested that the elder keep a photocopy of the completed marriage registration (license) form in his files. If the law requires that written records be maintained in the congregation's office, the congregation secretary should be certain that proper records are made.

If one or both of the parties were previously married, the elder asked to perform the marriage should check with the couple and/or the body of elders to see that there is conclusive evidence establishing that a legal, final divorce has been obtained, legally freeing the person(s) for remarriage. Also, any other legal requirements in your area should be complied with.

## SCRIPTURAL FREEDOM TO REMARRY

God's Word clearly shows that adultery--porneia--is the only Scriptural ground for divorce and remarriage. (Matt. 5:32; 19:9) The congregation cannot be involved in the remarriage of any individual who is unable to establish properly his or her Scriptural freedom to do so. It is the responsibility of the individual to produce convincing evidence to establish Scriptural freedom to remarry. The individual, not the elders, bears the responsibility to gather such evidence. The evidence must show that porneia was committed and that the innocent mate has refused to extend forgiveness.

What is acceptable evidence of Scriptural freedom to remarry? Hearsay or strong suspicion that one's mate committed adultery is not sufficient; the evidence must be conclusive. Bear in mind also that resumption of sex relations after learning of the wrongdoing always constitutes forgiveness, nullifying such as a basis for Scriptural divorce.--See w81 3/1 30-1; w68 255-6; ks81 168-9.

It should be noted that if two or more credible eyewitnesses can confirm that the mate has stayed all night in the same house with a person of the opposite sex (or a known homosexual) under improper circumstances, the elders may put the responsibility upon the innocent mate to decide if this is sufficient basis for him or her to obtain a divorce and marry another. The individual must answer to Jehovah in accord with the facts in the case. (Of course, if the mate being charged with such conduct is a baptized Witness, then the judicial committee reviewing the testimony of the witnesses would also need to decide what disciplinary action is warranted in the case of the offending mate.)--See ks77 69.

If an unbelieving mate privately confesses adultery (porneia) to his Christian mate, the innocent one may choose to give the elders a signed statement to that effect, indicating that he or she has not extended forgiveness and wishes to end the marriage Scripturally and legally. The elders will consider whether they can accept the statement, leaving the matter between the innocent mate and Jehovah. --See w77 607-8.

The fact that someone obtained an unscriptural divorce before coming to a knowledge of the truth would not provide a basis for claiming Scriptural freedom. It would still have to be established that a Scriptural basis for the divorce exists before remarriage would be acceptable. If the individual contemplating remarriage admits that he has been guilty of fornication himself after his mate divorced him, the marriage could be considered ended in God's sight. Or, if his former mate has remarried or admitted to committing fornication since the divorce, this too would provide adequate evidence to free one Scripturally.--See w80 1/15 30-1.

Any couple that ignores their responsibility in this important matter and gets married without establishing Scriptural and legal freedom to do so, would be subject to judicial action by the congregation if it is later found that they were not Scripturally or legally free.

## BOTH PARTIES MUST BE IN GOOD STANDING

It is the responsibility of the elder assigned to perform the marriage to talk personally to the couple before the wedding, tactfully but straightforwardly inquiring about their conduct during their courtship. If they have engaged in sexual uncleanness of a serious nature, or in other grave wrongdoing, they cannot use the Kingdom Hall for their wedding. Depending on the circumstances, it could be left up to the elder to decide whether or not he would perform the wedding at another location. Any serious wrongdoing uncovered would have to be handled by a judicial committee. The body of elders must approve use of the Kingdom Hall for a wedding. In every case when couples request the use of the Kingdom Hall, the elders should give consideration to the reputation of the couple in the community, making sure there is nothing that would reflect unfavorably on the congregation. If either the bride or the groom is from another congregation, contact should be made with the elders in that congregation requesting information to establish that he or she is baptized and in good standing. This should be done before agreeing to perform the wedding or before agreeing that it can be held in the Kingdom Hall.--See om 62, par. 2.

## WILL THEY BE EVENLY YOKED?

It would be improper for an elder to perform a wedding where one is baptized and the other is not. (1 Cor. 7:39; 2 Cor. 6:14; km 12/81 4) This direction also applies in cases where the unbaptized one claims to be dedicated and plans to be baptized in the near future. When elders are approached by a baptized member of the congregation who is planning marriage to an unbeliever, they should give admonition in harmony with what is stated in the March 15, 1982, Watchtower, page 31 and the November 15, 1986, Watchtower, pages 26-30. It is unwise for elders to perform weddings of worldly individuals who are not seriously involved in the activities of Jehovah's Witnesses. How could an elder be sure such ones are Scripturally free to marry? What effect would an elder's doing so have on others and on his own reputation in the congregation?

## THE WEDDING DISCOURSE

Since marriage is sacred and the wedding is an important event having far-reaching effects on those involved, the marriage discourse should reflect dignity, honor, and seriousness. (Heb. 13:4) Its purpose is to impress on the minds of the participants, as well as those observing, that marriage brings serious, God-given responsibilities that the Christian couple must assume and discharge in full harmony with the Scriptures. This is not an appropriate time to tell humorous stories or read poems simply to entertain or amuse the audience. It would be improper to show undue familiarity by discussing personal matters involving the couple, as this would detract from the dignity of the occasion. Also, the speaker should avoid making explicit or questionable remarks about sexual matters. The talk should be Scripturally-based, warm, and spiritually upbuilding. Since the elder speaking is an ordained minister representing the local congregation as well as the Society, his discourse should demonstrate the same dignity and seriousness we expect to observe in a public talk of fine quality given to the congregation. The entire wedding discourse and ceremony should not exceed 30 minutes in length. The wedding vows used should conform to the requirements of local law and should honor Jehovah God, the Source of marriage. Elders should use the vows presented in the April 15, 1984, issue of The Watchtower, page 14.

When only certain brothers are officially authorized to give the vows, these brothers should be certain that the elder giving the wedding talk is made aware of the above counsel.

## USE OF THE KINGDOM HALL

The body of elders is responsible for approving use of the Kingdom Hall for a wedding. The couple that wishes to use the hall should submit a written request well in advance of the wedding date, indicating the specific day and time they desire to use the hall. Before giving approval, the elders should check with any other congregation(s) using the hall to make sure that what the couple has requested does not conflict with any planned congregation activities. All of these matters should be properly handled well in advance so as to avoid last-minute problems. The hall cannot be used for a "second wedding" ceremony.--See km 1/77 4.

Elders should inquire about the wedding party. It should not include any person "whose scandalous life-style grossly conflicts with Bible principles" or whose conduct would raise questions in the minds of those attending. (See w84 4/15 15.) The elders may permit the bridal party to have a wedding rehearsal in the Kingdom Hall if such does not interfere with other congregation arrangements and if it is properly supervised. Any decoration of the Kingdom Hall or rearrangement of chairs must be approved by the body of elders. Only uplifting music, such as is found in the songbook of Jehovah's Witnesses, should be played at the wedding.--See w84 4/15 15.

If a worldly photographer will be present to take pictures, the groom bears the responsibility to see that he is informed about

being properly attired and showing due respect for the dignity of the occasion. Picture taking should not interfere with or detract from the spiritual atmosphere of the occasion. No photographs should be taken during prayers. The elders should not permit any worldly customs to be included in what takes place. If brothers who regularly serve as attendants at the Kingdom Hall are not available, the elders should make sure that brothers who are good examples are used to care for this responsibility. There should be an orderly seating of those in attendance as well as organized parking of the cars.--1 Cor. 14:40.

A disfellowshipped person may attend a wedding held in the Kingdom Hall as long as he conducts himself properly. If a disfellowshipped person is going to attend the reception, the groom should make that known to other guests who may choose not to be present.--See w81 9/15 30.

## RECEPTION

It would be wise for the elder requested to perform the wedding to inquire about the activities planned for the reception. If something questionable is planned, he can kindly discuss it with the couple and refer them to pages 16-22 of the April 15, 1984, issue of The Watchtower. By clarifying matters ahead of time with the couple to be married, the elder performing the ceremony will be able to participate conscientiously in the arrangements without negative feelings.

## ELDERS BEAR A HEAVY RESPONSIBILITY

The handling of weddings reflects either favorably or unfavorably on the truth and Jehovah's people. Christian weddings should reflect a high regard for the sacredness of marriage and its serious responsibilities. Carefully review and adhere to these guidelines and to any future direction provided by the Society. Your doing so each time a request is made for an elder to perform a wedding or for the wedding to be held in the Kingdom Hall should enable elders to avoid serious, embarrassing, or disturbing situations that could bring reproach on the congregation or the Kingdom message. Genuine concern and careful planning on the part of the elders will exert a wholesome influence on the participants and result in a fine witness to those who attend. Weddings handled Scripturally and in harmony with the direction given by the Society will always be occasions for genuine rejoicing.

We pray that Jehovah will bless you as you endeavor to fulfill the weighty responsibilities placed upon you as shepherds of the flock. We send our warm Christian love.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

July 1, 1988

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

We are writing to provide some guidelines in response to questions we have been receiving regarding reporting limited field service when busy with other important theocratic activities. We know that many are very busy with such work, and there is indeed much to be done.

With all that we must do, each of us needs to keep in focus that one of our primary theocratic activities is to share in the field service regularly, preaching the good news of the Kingdom. (Mark 13:10; Phil. 1:10) That is why this work is stressed in Our Kingdom Ministry and in other publications of the Society. In fact, we all want to have as full a share as possible in the field ministry.

Some of you have many additional responsibilities. You may serve on Hospital Visitation Committees, Regional Building Committees, or special committees. Elders and ministerial servants are sometimes requested to help with Kingdom Hall building, district convention work, construction work at Bethel, etc. We know this activity can affect the amount of time you spend in the field ministry. When the circuit overseer visits, he may inquire as to your field activity for certain months. How can this be handled? An arrangement is already in place to inform the secretary when pioneers are assigned district convention work and construction work at Bethel. However, it may be helpful to the circuit overseer when he visits, and be beneficial for other purposes, if the secretary will indicate in the "Remarks" column of the elder's or ministerial servant's Congregation's Publisher Record card (in the case of both pioneers and publishers) that he engaged in such additional theocratic activity during the particular month(s) involved. This can be done without indicating the actual number of hours devoted to such activity. So, when these brothers submit their reports at the end of the month, they can include on the back of the S-4 slip a brief note regarding these additional theocratic responsibilities they cared for as listed above.

Those helping with necessary theocratic activities as outlined above are doing essential work, and this should be taken into consideration. However, as mentioned, all of us should keep as busy as we can in the field service. We pray Jehovah will bless your efforts to balance all of these theocratic pursuits for the upbuilding of his people. We want you to know that we 'hold men of your sort dear.'--Phil. 2:29.

We all want to keep in mind that whatever work we do "in the work of the Lord" is not in vain. (1 Cor. 15:58) Be assured of our prayers for Jehovah's continued blessing as you extend yourselves in behalf of the brothers. Please accept herewith a warm expression of our Christian love and best wishes.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

May 1, 1989

TO ALL BODIES OF ELDERS

Dear Brothers:

The following is to provide direction concerning the congregation arrangement for elders and replaces the Society's letter of April 12, 1978.

LITERATURE, MAGAZINES, AND SUBSCRIPTIONS:

The ordering of literature and magazine supplies for the congregation is left in the hands of the service overseer, working with other elders and ministerial servants directly handling these matters in the congregation. However, the order forms for supplies are given to the secretary, who, being thoroughly familiar with all of the latest information, checks the orders for accuracy, signs such, and sends them to the Society. The secretary will check to be sure the congregation name and number are properly shown and that the figures for quantities and any payments are correct. The Society's letter of August 15, 1988, provides helpful guidelines on quantities to be ordered.

Congregations should submit only one literature order per month. Orders should not be placed by telephone, except in emergencies. When there are shortages in what is sent, write the Society. Please do not phone.

The secretary should carefully check all the written information on magazine distributors' copies and subscriptions in the Cost List along with letters from the Society and be familiar with what is requested. The secretary will sign distributors' changes, distributors' special orders, and Weekly Subscriptions forms (M-203). He should be sure that forms are used only for the purpose intended and not otherwise.

With each Remittance and Credit Request form (S-20), signed by the secretary and the person preparing it, there should be a check, but only one check for each form. If more than one check is being sent, then an additional S-20 form must accompany each check to the Society. Remember, you should not send a separate check for each item, such as one for literature, one for magazines, and one for donations. One check can cover all of the above.

All secretaries should carefully read the Society's Cost List, Instructions for Congregation Accounting (S-27), and all instruction letters from the Society dealing with operational matters.

ACCOUNTS:

The secretary should oversee the keeping of the congregation accounts, but the presiding overseer or someone designated by him should audit the accounts every three months. The actual handling of the

accounts will be left to the brother who is assigned to this responsibility.

KINGDOM HALL INSURANCE:

The secretary will give attention to the following matters if the congregation has an insurance account with the Society:

1. Set up an "**Insurance" file** for the congregation and have all matters pertaining to insurance filed there for reference. This should include a copy of the last property description form that was submitted to the Society.

2. Refer to the memorandum Key Facts About Congregation Insurance (T-44) for information concerning your coverage and procedures on protecting your Kingdom Hall and reporting and handling property losses, injuries, or lawsuits. If the memorandum does not provide you with the information you require, please contact the Society's Insurance Desk.

3. When invoices for insurance charges are received, they should be given to the brother handling the accounts; he should send the remittance to the Society.

KINGDOM HALL OWNERSHIP AND MORTAGES:

The secretary will give attention to the following matters:

1. Maintain a **separate file folder** in which all documents pertaining to the ownership of the Kingdom Hall are filed, as well as the documents pertaining to any loan account. Keep permanently in this file form T-36 (Information Regarding Ownership of Kingdom Halls), which form was previously sent to all congregations, as it contains valuable information regarding corporations, trustee arrangements, and so forth.

2. Make monthly mortgage payments to the Society:
   a. Secretary should see that monthly payments are mailed to arrive on or about the first of each month in the green envelope and with the completed green remittance slip (form T-51). Payments will not be considered late if received by the tenth of the month in which they are due. See annual letter from Office of the Secretary and Treasurer regarding use of T-51 form for detailed instructions.

3. When monthly statements regarding a Kingdom Hall loan are received, information concerning the last payment made and the current balance due should be read to the congregation.

4. If title is held by a CORPORATION ARRANGEMENT, keep the corporation papers, bylaws, and minutes of annual and special meetings in ownership folder. Set up a diary or **chronological listing of things that need to be cared for** or handled on a certain date; for example, date for sending notice of and holding annual meetings, information as to what positions are to be filled, and so forth. The procedures outlined in corporation's bylaws should be strictly followed for holding the meetings and for replacing trustees or directors when they move

away, die, are disfellowshipped, become inactive, and so forth. Be sure to do so right away rather than waiting until some future date.

5. If an annual, or periodic, **report of the corporation's existence** must be **filed with the state or country**, do so on time. In some states the corporation will be dissolved if this report is not filed in timely manner.

6. If title is held by a TRUSTEE ARRANGEMENT, keep the trustee papers in ownership folder. If a trustee moves, dies, is disfellowshipped, becomes inactive, and so forth, see that a **substitute trustee** is appointed in his place. (See form T-36 for instructions.) Provide the Society with copies of new trustee papers if there is a Kingdom Hall loan in force.

7. The original recorded deed (or deeds) to property should be kept in a safe place, such as the ownership folder. If deed is sent to Society for loan purposes, retain photocopy in file for full information as to property.

8. If exemption from REAL ESTATE TAXES has been secured and is evidenced by letter or some form of document, usually from the tax assessor, keep evidence with deed. If for some reason no exemption is allowed, or only partial exemption is allowed, make a record in a diary or chronological listing of activities to remind **when tax bill is due** and see that it is paid on time to prevent tax sale of property due to delinquency in paying taxes. If application for **tax exemption** must be filed annually as in some states, make record in your diary or chronological listing to remind the secretary of that fact annually so that it can be filed on time.

BANK ACCOUNT:

1. Congregation should have a **Federal Identification Number.** This may be acquired by filing form SS-4 (Application for Employer Identification Number) with the Internal Revenue Service. This is now required by banks for accounts. Notify Society of this number when obtained.

2. Congregation **bank accounts** should be opened in the name of the congregation as an unincorporated association and <u>not</u> in the name of the corporation, even though the congregation has a corporation for title-holding purposes.

3. Complete congregation name must be shown, such as: South Congregation of Jehovah's Witnesses, Columbus, Ohio.

4. **Two signatures** should be on each check. However, more than two brothers may be authorized as check signers. It would be beneficial for one of the signatures to be that of the presiding overseer. The body of elders decides who the signers of checks for the congregation will be.

OTHER RECORDS:

The secretary will keep the Congregation's Publisher Record cards (S-21) and compile the field service reports. The secretary or his

assistant can work together with the Congregation Book Study conductors to obtain any late or missing field service reports each month. Bodies of elders may find it advisable in some cases to assign an elder, if available, or a capable ministerial servant to assist the secretary in caring for some of the records. Meeting attendance records should be kept by the secretary along with the Bible study reports which are turned in each month. Territory cards and records should be kept by the brother assigned to oversee the working of territory under the jurisdiction of the service overseer.

HANDLING MAIL:

1. The presiding overseer will open all mail directed to the congregation.

2. The presiding overseer should **not open any mail directed to an individual by name** in the congregation which is sent in care of the presiding overseer because of not having an address for the individual. Such correspondence he will give to the addressee WITHOUT opening.

3. After the presiding overseer has considered mail directed to the congregation, it should be given to the secretary. Letters that need to be read by the body of elders **should be circulated by the secretary.** To avoid misplacing such important correspondence it is recommended that the secretary place it in a large envelope on which appears the name of each elder in the congregation. Each elder should put a check by his name after reading the contents. Then he should pass the envelope on to the next brother listed. After all the elders have read the correspondence, it should be properly filed by the secretary.

4. The **presiding overseer should sign most correspondence** sent to the Society. The secretary will sign all remittance forms, literature and magazine orders, handbill orders, and field service reports.

5. Letters to the branch office concerning removal of elders and ministerial servants and recommendations regarding regular pioneers are to be **signed by the current Congregation Service Committee.** If one member is absent, another elder may sign so the matter may be expedited.

JUDICIAL COMMITTEE MATTERS:

The secretary keeps judicial committee records in a locked file, preferably at the Kingdom Hall. Neither he nor the presiding overseer should read correspondence and notes pertaining to individual cases handled by a judicial committee of the congregation, unless they served on the judicial committee handling the case. Any information that is typed on judicial matters, including letters to the Society, will be written by someone on the judicial committee and will be signed by those serving on such committee. The secretary only files the sealed envelopes pertaining to each case. When a judicial committee handles a case, that committee will place all notes and correspondence concerning the case in an envelope, seal it, and indicate on the front of the envelope the name of the individual concerned, the names of the elders who served on the judicial committee, the action taken, and the date of the action. The envelope should then be given to the secretary for

filing in the confidential file. When the S-79b card is returned to the congregation from the Society, it may be stapled to the outside of the envelope. These files should be available only to the elders assigned to handle the case. If there is need to open these envelopes in the future, this will be done by the elders who will handle the case. The judicial committee has the responsibility to inform those who are concerned regarding any restrictions applying to a reproved person. Any **correspondence from the Society** to the congregation dealing with a judicial case will be addressed to the chairman or a member of the judicial committee, and the presiding overseer will not open such correspondence but pass it on directly to the judicial committee. See the Society's letter TO ALL BODIES OF ELDERS dated September 20, 1984 for additional information.

If an elder hears a confession of some minor trespass and he handles it on a personal basis with the wrongdoer, then it would be good to inform the presiding overseer of the matter. In this way <u>at least two</u> of the elders will know of the matter. It may be that there are other things that the presiding overseer is aware of regarding this person, and this would add to the picture indicating further assistance is needed.

When a disfellowshipped or disassociated person is reinstated, the secretary signs the S-79b card that is returned to the Society showing that there has been a reinstatement of the person.

KEEPING RECORDS SAFELY:

All records, if possible, should be kept at the Kingdom Hall in a secure place so as to be available for use by the body of elders. Especially should all disfellowshpping and other judicial matters be kept at the Kingdom Hall under lock and key to maintain confidentiality, available only to those authorized.

APPROVING EXPENDITURES OF THE CONGREGATION:

The presiding overseer will authorize payments of funds for the normal operation of the congregation. All other financial matters go to the congregation for a resolution approved by the majority of baptized publishers present.--See June 1984 <u>Our Kingdom Ministry</u>, page 3.

APPOINTMENT OF A NEW PRESIDING OVERSEER:

If an appointed presiding overseer is deleted for any reason, a substitute presiding overseer should be chosen by the body of elders to serve until the next visit of the circuit overseer at which time a recommendation will be sent to the Society. As soon as a substitute presiding overseer is chosen, the Presiding Overseer Change of Address form (S-29) should be sent to the Society immediately together with a letter signed by the service committee clearly stating why the change is needed. If the former presiding overseer's address was used for literature shipment and should no longer be used for such, the Shipping Address For Literature Only form (S-36) should also be sent to the Society. If his address was used for receiving distributors' magazines, a Distributors' Magazine Change of Address Only form (M-206) should be sent to the Society.

APPOINTMENT OF A NEW SECRETARY:

If the congregation secretary is deleted for any reason, the body of elders will select one of its number to hold the position. The name of the brother selected should be sent to the Society immediately on the S-29 Secretary Name Change form together with a letter signed by the service committee clearly stating why the change is needed. If the former secretary's address was used for literature and/or distributors' magazine shipments and should no longer be used for such, the proper form(s) as outlined in the preceding paragraph should be sent to the Society.

CONGREGATION PUBLIC MEETINGS

The presiding overseer or another elder selected by the body of elders should schedule public talks locally. If there is a need, a well-qualified ministerial servant selected by the body of elders may assist. As matters are reviewed periodically, the body of elders may offer suggestions.

OTHER MATTERS:

It is not expected that the secretary should do all of the clerical work for the elders, making up school schedules and Service Meeting programs, writing correspondence, and so forth. Each one has his assigned duties. Where there is a need to handle something not covered by specific instructions from the Society, the local body of elders can decide how to handle the work load, using ministerial servants wherever necessary.

If the presiding overseer or secretary will be away on vacation for a time, the body of elders should select one from among their number to act as a replacement during the absence. Mail and correspondence will be handled by the replacement during the time of absence.

When a publisher moves, the secretary of the new congregation will be alert to request the forwarding of Congregation's Publisher Record cards in harmony with the direction in the Our Ministry book, page 104. If the secretary of the former congregation knows the name of the congregation where the publisher has relocated, he can take the initiative in sending the record cards along with appropriate correspondence so the publisher can be welcomed and assisted spiritually.

It is our hope that these guidelines will be beneficial to all bodies of elders and assist all in carrying out the responsibilities resting upon them to be shepherds, loyally caring for the Lord's sheep.

Rest assured of our good wishes and Christian love.

Your brothers,

Watchtower B. & T. Society

OF NEW YORK, INC.

# WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600


July 1, 1989

TO ALL BODIES OF ELDERS IN THE UNITED STATES

**C O N F I D E N T I A L**

Dear Brothers:

We are writing to help all of you as individual elders be aware of a growing concern regarding the handling of your duties that may involve legal issues or questions. **Due to its importance, the presiding overseer should arrange for a special meeting of the body of elders to read and consider this letter carefully.**

In spreading the Kingdom message, it is appropriate that we be bold and outspoken. Jesus commanded that "what you hear whispered, preach from the housetops." (Matthew 10:27) Even when worldly authorities demand that we keep silent, we reply as did the apostles: "We cannot stop speaking about the things we have seen and heard." (Acts 4:20) The Christian congregation will continue to declare the Kingdom message boldly until Jehovah says the work is done.

Elders share the obligation to shepherd the flock. However, they must **be careful not to divulge information about personal matters to unauthorized persons.** There is "a time to keep quiet," when "your words should prove to be few." (Ecclesiastes 3:7; 5:2) Proverbs 10:19 warns: "In the abundance of words there does not fail to be transgression, but the one keeping his lips in check is acting discreetly." Problems are created when elders unwisely reveal matters that should be kept confidential. Elders must give special heed to the counsel: "Do not reveal the confidential talk of another." (Proverbs 25:9) Often the peace, unity, and spiritual well-being of the congregation are at stake. Improper use of the tongue by an elder can result in serious legal problems for the individual, the congregation, and even the Society.

While we as Christians are ready to forgive others who may wrong us, those in the world are not so inclined. Worldly persons are quick to resort to lawsuits if they feel their "rights" have been violated. Some who oppose the Kingdom preaching work readily take advantage of any legal provisions to interfere with it or impede its progress. Thus, elders must especially guard the use of the tongue. Jesus faced opposers who tried to "catch him in speech, so as to turn him over to the government." (Luke 20:20) He instructed us to be "cautious as serpents and yet innocent as doves" in such situations. (Matthew 10:16) Where such a threat exists, our position as elders should be in line with David's words: "I will set a muzzle as a guard to my own mouth, as long as anyone wicked is in front of me."—Psalm 39:1.

In recent years, this matter has come to be a cause for increasing concern. The spirit of the world has sensitized people regarding their legal "rights" and the legal means by which they can exact punishment if such "rights" are violated. Hence, a growing number of vindictive or disgruntled ones, as well as opposers, have initiated lawsuits to inflict financial penalties on the individual, the congregation, or the Society. **Many of these lawsuits are the result of the misuse of the tongue.** As elders, remember that ill-advised statements or actions on your part can sometimes be interpreted legally as violating others' "rights."

**The need for elders to maintain strict confidentiality has been repeatedly stressed.** Please see The Watchtower of April 1, 1971, pages 222-4, and September 1, 1987, pages 12-15. The September 1977 Our Kingdom Service, page 6, paragraph 36, and the ks77 text- book, page 65, also provide helpful direction and counsel. That material strongly emphasized the elders' responsibility to avoid revealing confidential information to those not entitled to it.

The legal consequences of a breach of confidentiality by the elders can be substantial. If the elders fail to follow the Society's direction carefully in handling confidential matters, such mistakes could result in successful litigation by those offended. Substantial monetary damages could be assessed against the elders or congregation. In some cases where the authorities are involved, certain complications could lead to a fine or imprisonment. These possibilities underscore **the need for elders to be discerning and to follow carefully directions provided by the Society.**

## I. WHAT TO DO IN SPECIFIC CASES

### A. Judicial Committee Matters

Judicial committees must follow carefully the Society's instructions in carrying out their duties. (Note ks77, pages 66-70; ks81, pages 160-70.) Anything submitted in writing to the committee by the alleged wrongdoer or by witnesses should be kept in strict confidence. If it is necessary to continue at a later time a committee hearing, the members of the committee should submit to the chairman any personal notes they have taken. The chairman will keep these notes in a secure place to prevent breaches of confidentiality. The notes may be returned to the individual elders when the hearing resumes. Upon conclusion of the case, the chairman should place only necessary notes and documents, a summary of the case, and the S-77 forms in a sealed envelope for the congregation file. Nothing should be preserved outside of this sealed envelope (including unnecessary personal notes) by any elder on the committee. Obviously, no committee will ever allow judicial proceedings to be tape recorded or allow witnesses testifying before the committee to take notes.

**B. Child Abuse**

Many states have child abuse reporting laws. When elders receive reports of physical or sexual abuse of a child, they should contact the Society's Legal Department immediately. Victims of such abuse need to be protected from further danger.—See "If the Worst Should Happen," Awake! January 22, 1985, page 8.

**C. Search Warrants and Subpoenas**

1. A search warrant is a court order authorizing the police to search premises to locate evidence that may be used in a criminal prosecution. No elder should ever consent to the search of a Kingdom Hall or any other place where confidential records are stored. However, armed with a search warrant the police do not need consent and may even use force to accomplish their task. Likely before obtaining a search warrant, the police or other governmental officials will make inquiries regarding confidential records, make request to obtain the records, or indicate that they will seek a search warrant if the elder(s) involved does not cooperate. In any such situation, the Society's Legal Department should be called immediately.

At any time an elder is confronted with a search warrant (whether given advance notice or not), the elder should first ask to read the warrant. After reading it he should ask if he can call for legal guidance and then call the Society's Legal Department. If for some reason the Legal Department cannot be contacted, the elders involved should make every effort to obtain the assistance of a local attorney for the purpose of protecting the confidentiality of the records. It may be impossible to stop determined officers from conducting the search authorized by the warrant. Conscientious elders will want to do all they reasonably and peaceably can to preserve the confidentiality of the congregation in harmony with the principle set out in Acts 5:29.

2. Subpoenas are demands for records or for the appearance of an individual at a trial or deposition to give testimony. Subpoenas may be issued by a court or in some cases by a governmental agency or an attorney. If an elder receives a subpoena, he should contact the Society's Legal Department immediately. Never turn over records, notes, documents, or reveal any confidential matter sought by subpoena without receiving direction from the Legal Department.

**D. Crimes and Criminal Investigations**

In some cases the elders will form judicial committees to handle alleged wrongdoing that also could constitute a violation of Caesar's criminal laws (e.g., theft, assault, etc.). Generally, a secular investigation into a matter that is a concern to the congregation should not delay conducting a judicial hearing. To avoid entanglement with the secular authorities who may be investigating the same matter, the strictest confidentiality (even of the fact that there is a committee) must be maintained.

If the alleged wrongdoer confesses to the sin (crime), no one else should be present besides the members of the committee. When evidence supports the accusation but genuine repentance is not displayed resulting in a decision to disfellowship, this should be handled in the normal course regarding advice of appeal rights and announcements to the congregation. In cases of serious criminal wrongdoing (e.g., murder, rape, etc.), or where the criminal conduct is widely known in the community, the body of elders should contact the Society before proceeding with the judicial committee process.

**E. When Servants and Publishers Move**

A considerable number of publishers, including **elders and ministerial servants move from one congregation to another.** Sometimes the circumstances surrounding their departure are unsettled. Some appointed brothers may be experiencing problems that have brought their qualifications into question. It is not uncommon for a body of elders to hold back in giving counsel, allowing a brother to move without discussing his problem. Thereafter, they decline to recommend his reappointment in his new congregation. Often such a brother protests, requiring extensive correspondence between the bodies of elders. Much personal, and sometimes embarrassing, information must then be passed on. Such mishandling of things greatly increases the potential for serious repercussions. Problems can be avoided by the body of elders assuming its responsibility to inform a brother that he will not be favorably recommended, fully explaining the reasons why. **Every effort should be made to resolve any difference before he leaves, eliminating any need for controversy involving his new congregation.** The body should assign two elders to meet with him before he moves, letting him know whether they are recommending him to the new congregation.

This would likewise apply to publishers who move at a time when their personal conduct requires investigation by the elders. **If serious accusations of wrongdoing have been made against an individual and he moves to another congregation before matters are finalized, usually it is best for the elders in the original congregation to follow through in handling matters, if possible and if distance permits.** They are acquainted with the individual and the circumstances surrounding the alleged wrongdoing; this ordinarily puts them in the best position to get the facts and to handle the case. Handling matters in this way will eliminate the need to reveal confidential information unnecessarily about the private lives of individuals.

**F. When Lawsuits Are Threatened**

If the congregation or the elders (in their capacity as elders) are threatened with a lawsuit, the Society's Legal Department should be contacted immediately. No statements should be made by any member of the body of elders about the merits or validity of an actual or threatened lawsuit without authorization from the Society.

### G. Child Custody

Elders may learn that a publisher is facing a dispute over child custody in a divorce proceeding. If the parental rights of such is challenged on the basis of our Christian beliefs, or on the assertion that our beliefs are harmful to a child's best interests, the elders should immediately write to the Society's Legal Department. In a rare emergency, a telephone call may be necessary. The Legal Department will assess the facts and determine the degree of its involvement, if any. Elders have no authority to make any promises about the Society's paying legal fees or handling specific cases. There is no need to contact the Society if there is no indication that the beliefs and practices of Jehovah's Witnesses will be attacked in a child custody dispute.

When you write to the Society's Legal Department about a specific case, please provide the following information:

1. The names of the parents and their attorneys.
2. The number of children involved and their ages.
3. A brief description of the facts, including the presence of any apostates.
4. An assessment of the Christian parent's spiritual condition—Is he or she new in the truth? Active? Inactive? Balanced?
5. The status of the legal proceedings—Has the matter gone to trial? Has the trial date been set? If so, when?

## II. POINTS TO REMEMBER

### A. Appreciate the Importance of Maintaining Confidentiality

Elders must exercise extraordinary caution when it comes to handling confidential information about the private lives of others. Do not mistakenly minimize the gravity of a breach of confidentiality. Unauthorized disclosure of confidential information can result in costly lawsuits. Even if a lawsuit turns out favorably, valuable time and energy that could have been devoted to Kingdom interests will be lost.

### B. Do Not Make Statements to Secular Authorities Until You Receive Legal Advice from the Society

You are not legally required to make immediate responses to secular authorities about matters that could involve the disclosure of confidential information. Voluntarily allowing the Kingdom Hall or confidential records to be searched, where no search warrant is produced, could infringe on the legal rights of the congregation or of others. No statements should be made until you have an understanding of your legal position from the Society's Legal Department.

**C. Be Extremely Careful with Written Material**

All material related to judicial matters should be kept in a safe place, accessible only to elders. **Final reports on the handling of judicial matters should be placed in a sealed envelope in the congregation file.** A judicial committee should avoid sending to an individual any kind of correspondence that accuses him of specific wrongdoing. (Note ks77, pages 68-9.) **Nothing should be put in writing to any disfellowshipped person to advise him of his status or the reasons for it without specific direction from the Society.** The rules and procedures of Jehovah's Witnesses do not require such written disclosures. Anything in writing submitted to a judicial committee should be kept in strict confidence. If a judicial committee disfellowships an individual, he should be informed **orally** of the action taken and of the right to appeal. If the wrongdoer refuses to attend the hearing, two members of the judicial committee should attempt to contact the individual at his home and inform him **orally** of the decision. If this is not possible, the two elders may be able to inform him by telephone.

**D. Guard the Use of Your Tongue**

Think before you speak. Do not discuss private and judicial matters with members of your family, including your wives, or with other members of the congregation. Be extremely careful not to inadvertantly disclose private information when others are present, such as when speaking on the telephone with others listening in or nearby. (Note ks77, page 65.) At times, complicated judicial cases may necessitate consultation with an experienced, mature elder in another congregation or with the circuit overseer. Unless the circuit overseer is the elder consulted, only the pertinent details should be discussed and names should not be used.

Elders bear a heavy responsibility in ministering to the needs of the Christian congregation, and observing confidentiality as they do so. (1 Corinthians 16:13) We trust that the information in this letter will help you carry this burden. Please be assured of our love and prayers, and may Jehovah continue to bless you as you shepherd his flock.—1 Peter 5:1-3.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

P.S. Due to the importance of the information that is presented herein it is suggested that the body of elders jointly read and consider this letter as soon as possible after its receipt in the congregation. Please do not make any copies of this letter, nor should it be read by others. It should be kept in the congregation's confidential files for any future reference that may be required by the body of elders.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

August 1, 1989

TO ALL BODIES OF ELDERS

Dear Brothers: [redacted]

Please find enclosed a supply of **revised identification cards** to be used in issuing new cards to all regular and special pioneers assigned to your congregation. Some pioneers recently appointed may already have the new card and so will not need a replacement.

The congregation secretary should meet with all regular and special pioneers following the next Service Meeting after receipt of this letter. He should collect all their pioneer identification cards and explain to them that new cards are being prepared. He should also select a competent typist to type a card for each pioneer, showing the pioneer's name and effective date **EXACTLY** as on the old card and the official name of your congregation as shown on the monthly Literature and Magazine Statement. **This is very important.**

After the cards are typed, they should be carefully proofread by the secretary for accuracy. We cannot overemphasize the importance of this. Once he is satisfied that the new cards are typed correctly, the old cards should be destroyed by cutting them in pieces. In no case should a pioneer be permitted to keep his old card.

If for any reason a pioneer feels that the card he is presently holding is not correct in any way, please mail that card to the Society asking for a corrected replacement. We will then adjust our records to reflect the change. Please do not make any changes on the card itself.

Provide replacement cards only for those pioneers who are presently holding a card. If any pioneer has lost his card or has a card issued by one of the Society's branch offices outside of the contiguous United States (including Alaska, Hawaii and Puerto Rico), please write the Society for a replacement. Include his present card with your letter, and give us the name of the branch under which he formerly served. We may then need to write to the branch office to obtain his records before we can provide a replacement card. In such cases, it will likely require some time before we will be able to issue a replacement card.

Note that extra cards are included. Whenever a pioneer moves into your congregation, the secretary should issue him an identification card showing the name of your congregation and should destroy the one from his former congregation. He should be careful to duplicate the pioneer's name and effective date accurately. The secretary should also continue to inform the Society when a pioneer moves into the congregation by noting this on the back of the monthly Congregation Report Card.

Please give this matter your **prompt attention.** If at all possible, the new cards should be typed and given to the pioneers within a few days of your receiving them. We appreciate very much your careful attention to this.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

October 1, 1989

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

1. Today we see many evidences of Jehovah's blessing on His people. Fine increases are taking place worldwide and congregations are being strengthened. We surely appreciate what our traveling overseers have contributed toward these accomplishments. Obviously their visits are of great benefit to the brothers. An earlier letter concerning matters with regard to traveling overseers' accommodations and expenses was dated October 1, 1976, so it is appropriate to now update certain points.

## Reimbursements

2. Circuit and district overseers and their wives in full-time service receive a small monthly reimbursement from the Society for some personal items. Currently the reimbursement is $40.00 a month. This is adjusted from time to time due to changes in living costs. In addition to the monthly reimbursement, currently each one is given credit of $240, $300, or $360 annually on a personal expense account, this according to the number of years in full-time service. They also obtain literature at pioneer rates.

## Accommodations

3. It is interesting to observe what The Watchtower said on this matter many years ago in its issue of March 1, 1916, under the heading "Entertainment of the Pilgrims": "All friends of the Truth properly feel it an honor and a privilege to entertain the Pilgrim Brethren during their brief stays. However, the interests of the Truth and the comfort of the Pilgrims should also be considered. The Elders, or, under their direction, the Class Secretary, should see to it that Pilgrims are entertained in homes where they will not be a burden and where they will be comfortable. Those who travel and preach continuously are more or less under a nervous strain and need comfort, proper rest, and some degree of privacy for meditation. All having the interests of the work at heart should, therefore, cheerfully cooperate that the Pilgrim may be entertained in a home where accommodations are suitable.

4. "The entire Class would surely be disgraced if the Society's representative were otherwise treated. We are sure that only thoughtlessness on the part of some has made this suggestion necessary."

5. When you open up your hearts and your homes and provide suitable accommodations for your traveling overseers and their wives (if married) during their stay with you, it is deeply appreciated. While they do not expect or desire to be an expensive burden, traveling overseers do appreciate and need clean places in which to stay. Some have health problems or allergies, and it is good for the presiding overseer to inquire of the traveling overseer as to any needs in this regard.

6. It would be beneficial for the presiding overseer and another elder to check out the accommodations to be offered to the traveling overseer to make sure all is in good order and is in accord with what is considered herein. Traveling overseers have a full week of theocratic activity in each congregation. Careful advance arrangements to provide appropriate accommodations will help them fulfill their responsibilities in a fine way. It is good to realize that it is not easy to live in a different place each week, year after year. However, there are little things we can do that will make their stay pleasant.

7. Each of us needs privacy so we can study, meditate, and get necessary work done. Accommodations in a private home should be selected accordingly. And while our brothers enjoy the company of the traveling overseer and his wife, and we are sure they enjoy yours, they need adequate time to themselves. Sufficient rest is vital if they are to do their assigned work the next day. Traveling overseers follow a schedule that allows them to best serve the spiritual interests of the entire congregation.

8. Arrangements should be made for them to have a place to hang up their clothes. Also clean dresser drawers should be made available if at all possible. A chair, table for writing upon which a typewriter may be placed, and good lighting will be helpful. (Compare 2 Kings 4:10.) Traveling overseers very much appreciate this.

9. As to meals, nothing elaborate need be arranged. Traveling overseers deeply appreciate your hospitality and will gladly eat what you provide. Wholesome, nourishing food enables them to feel well physically and to keep up with their schedule. Of course, if they are ill or have health problems, they may not be able to eat certain foods.

10. A number of thoughtful presiding overseers have made it a point at the end of the traveling overseer's stay to ask him about the accommodation which had been arranged for him. This is a good practice, and we commend you brothers for showing this extra concern. It is not necessary, and may not be wise, to have the circuit overseer stay in a different home each time he visits the congregation. For example, if there is only one home that is truly suitable, then it may be best for him to stay there each

visit if the householder is willing and it is convenient rather than 'rotating' him to different homes where the facilities may be inadequate.--3 John 8.

11. The Society and the traveling overseers and their wives appreciate very much your hospitality. (Rom. 12:13) Truly this is a Christian course and enables the traveling overseers to get the most accomplished and to enjoy a warm relationship with the brothers.

12. If a congregation is unable to provide room and meals and cannot assist in caring for expenses of accommodations, food, and so forth, the traveling overseer may submit his expenses for these items to the Society for reimbursement. At no time does the Society wish the traveling overseer and his wife to be a financial burden to any congregation.--2 Cor. 11:9; 1 Thess. 2:9.

## Circuit Apartments

13. In some metropolitan areas, suitable and convenient accommodations may not be available in the homes of the brothers for the traveling overseer and his wife. In these areas the collective body of elders in the circuit or district may decide that it would be more advantageous for the circuit or district to provide a modest, reasonably-priced apartment for the use of the traveling overseer. Likewise, in some densely-populated areas where cities are fairly close together, it may be more convenient and cost effective for the circuit or district to provide a modest apartment for their traveling overseer.

14. In some areas, where the distance between congregations or circuits is relatively great, the use of an apartment by a traveling overseer may be impractical. It may be that a number of congregations in an area would be hard pressed to provide the funds necessary to maintain an apartment for their traveling overseer. In such cases the traveling overseer can stay in suitable homes in the circuit. Some have lovingly made their homes available for two or more weeks at a time where circumstances make this practical.

15. Where congregations are willing and able to provide accommodations in the homes of the brothers, as outlined above, it would not be appropriate for traveling overseers to suggest or encourage the brothers to provide an apartment. If after prayerfully considering the factors involved, the collective body of elders in the circuit or district decides that an apartment for the traveling overseer is practical and cost effective, the Society has no objection if the elders make such arrangements.

16. A congregation, or several congregations, may have in mind building a new Kingdom Hall, or renovating one, and they may

wish to include an apartment which could be used by a traveling overseer. This is a matter for the collective body(ies) of elders using the Kingdom Hall to determine. While construction expenses would be the responsibility of the congregation(s) directly involved in the project, others may assist. In any event, no solicitation should be made of other congregations, the circuit, or individuals to fund the construction. Before an apartment for a traveling overseer is included in a project, the congregation(s) using the hall would need to consider this matter by resolution. If the circuit desires to support the project with work and funds, this is left up to the collective body of elders in the circuit.

17. If the collective body of elders in the circuit or district wishes to work out arrangements with the elders of a congregation(s) owning an apartment so that the traveling overseer could use the apartment, then a contribution, agreeable to the congregations involved, to assist with the expenses should be offered by the circuit(s) for use of the apartment.

18. It would not be proper for the traveling overseer to suggest or request an expensive apartment and thus put an unnecessary financial burden on his brothers.

## Trailers Owned by Traveling Overseers

19. The Society prefers that traveling overseers stay in the homes of the brothers. However, circuit and district overseers who have been in traveling work for some time may have personal trailers that they have obtained with their own funds, and they want to live in these. If a traveling overseer and his wife, who have been serving many years, carefully weigh their circumstances and decide to use a trailer, this can be done. However, all expenses incurred in connection with insurance, maintenance, towing the trailer, and so forth must be cared for by the traveling overseer himself. After the traveling overseer has been provided with a leased vehicle, it is his responsibility to care for all expenses for any tow vehicle. It is not the responsibility of a congregation, circuit, or district to share in the burden of trailer expenses, and neither congregation nor circuit funds should be used for this purpose. If a brother, who has been in the traveling work for many years has a trailer, the circuit may decide to pay for the expense of parking the trailer. This would be the only exception to what is outlined above. The Society requests that newly-appointed traveling overseers not use trailers.

## How Expenses Are Handled

20. If a congregation would like to share in contributing toward the traveling overseer's expenses (not trailer or tow

vehicle expenses) during the week of his visit, how would this be handled? The presiding overseer, or one of the other elders, can approach the traveling overseer and invite him to submit his expenses (such as gasoline, oil, and minor car repairs) for that week. If the body of elders feels the congregation would like to cover the expenses, a resolution would be presented to the congregation for approval at the first Service Meeting following the visit. If the resolution is approved, the amount would be forwarded promptly to the traveling overseer. Money should not be taken from congregation funds without this approval. (Titus 3:13, 14) If a congregation is not in position to cover his expenses, please inform him and he can submit these to the Society.

21. If a circuit wishes to aid a traveling overseer with ordinary expenses on Society-leased cars, such as tires, brake pad replacements, or other minor repairs not covered by warranties, it is the privilege of the collective body of elders to consider these expenses. This is likewise true of minor health costs not covered by the health insurance. The elders would then determine if the circuit account has funds sufficient to reimburse him and whether such funds are to be used for that purpose. (Minor expenses for automobiles would include repairs of $100 and under, which is currently the deductible for warranty repairs on leased vehicles. Likewise, expenses for health care under $550, currently the deductible for the health insurance policy, could be considered by the congregation or circuit elders.) The traveling overseer may be invited to submit small expenses to the congregation.

## Traveling Overseers' Health Insurance and Automobile Leasing and Insurance

22. In order to equalize the cost to our brothers with regard to providing health insurance and automobiles for traveling overseers, the Society has made arrangements for group health insurance, leased vehicles, and automobile insurance. The health insurance arrangements have worked out well for a number of years now, with the circuits providing a per capita contribution to cover this expense. The Society and the traveling overseers have appreciated this very much. In the fall of 1988, these arrangements were expanded to include automobile leasing and insurance for traveling overseers.

23. The expense for the traveling overseers' health insurance and automobile leasing and insurance is cared for by a once-a-year per capita contribution made to a fund set up by the Society. Each year the Society will advise congregations of how much the per capita contribution will be for the following service year. After the Society's letter is received, the elders will determine the total number of publishers in the congregation and then present a resolution to the congregation for providing the

appropriate contribution to the Society. The contribution can be sent to the Society with the next remittance, showing the amount on the Remittance and Credit Request form (S-20). Some congregations may wish to set aside a reasonable amount each month so the congregation will have sufficient funds on hand to make the per capita contribution before September each year.

Proper Use of Congregation and Circuit Funds

24. In handling congregation and circuit funds, it is always good to remember that our brothers contribute money for Kingdom interests, for defraying congregation and circuit expenses. So if such funds were used to make money gifts to traveling overseers, special assembly day speakers, or others for things beyond their actual expenses (for example, to purchase a trailer or tow vehicle, repairs for such, a personal vacation trip, and so forth), this would undoubtedly disturb or stumble some of our brothers. We should rightly be concerned that this does not happen. Money gifts should not be made from congregation or circuit funds. Likewise, it is not appropriate for individuals in a congregation or circuit to take up a collection or solicit money from brothers and sisters and then provide this as a gift to a traveling overseer. Gifts from collected funds can cause problems, and these should not be made to traveling overseers.--2 Cor. 8:20.

25. Is it permissible for individual publishers to give traveling overseers personal gifts? If one is moved by appreciation and has a heart desire to make such a contribution, that is for the individual to decide. Such genuine Christian generosity on the part of the giver and acceptance on the part of the traveling overseer is a private matter that need not concern others. However, soliciting of funds from others, even on a personal basis, should not be done.

26. Circuit and district overseers are doing a marvelous work. The Society appreciates the spirit congregations and circuits have shown in lovingly and generously providing traveling overseers with their daily needs. (2 Cor. 9:7) We deeply appreciate all that you brothers are doing. We hope that this letter will help to clarify matters. Please be assured of our warm Christian love and best wishes.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Copies to: Traveling Overseers

NOTE: It is recommended that the body of elders meet and read this letter together as soon as possible. Thereafter, it should be placed in the file of the congregation for future reference and should be reviewed by the presiding overseer and secretary before each visit of the circuit overseer.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

January 9, 1990

TO ALL BODIES OF ELDERS

Re: Public Meetings

Dear Brothers:

For many years now the Public Meeting has played a vital role in attracting newly-interested ones to the congregation and keeping us all refreshed and updated as to the application of God's Word in these critical times. It is still an important feature of the Kingdom-preaching activity and deserves the full support of all, publishers and speakers alike. Elders can give an excellent lead by always maintaining a positive and enthusiastic attitude toward these meetings.

Members of the congregation show their appreciation of this provision by their regular attendance and their diligent effort to invite and bring along interested ones. They well know that the larger the audience the greater will be the encouragement for the speaker to rise to the occasion and present an informative and motivating talk. Speakers do their part in enhancing these meetings by thoroughly familiarizing themselves with the material to be presented and by practicing to ensure that the delivery will be lively and will hold the attention of the audience.

From time to time, new public talk outlines are provided. At present the total number of outlines exceeds 100. It is expected that all speakers assigned by the congregations will use these outlines rather than talks they have composed themselves. Though a few outlines may lend themselves to the use of well-thought-out visual aids to illustrate points, keep in mind their use should be very limited.

Although some of the outlines initially called for audience participation and demonstrations, those instructions have been amended by information presented to the elders. Therefore, it would not be in order to include audience participation or demonstrations. An equivalent amount of material will need to be added to those talks to take up the time formerly taken by the audience participation and demonstrations. Similarly, we have received reminders indicating that speakers should personally read texts, not calling for volunteers from the audience or having someone do this from the platform. The speaker is in the best position to read scriptures accurately, with proper emphasis, and to make application of the material being considered. All speakers should use the assigned time to instruct, employing the art of teaching.

It is essential that only qualified men, elders and ministerial servants, be assigned to give public talks. Visiting speakers should be well recommended in their own congregation. They should be elders preferably although qualified ministerial

servants could occasionally be invited. Generally, requests for speakers should be through the presiding overseer or some brother assigned to care for such matters.--See the Society's letter of May 1, 1989, to all bodies of elders.

So that the audience can follow when scriptures are read, speakers should use the New World Translation. There may be occasions where the speaker desires to quote the New World Translation and thereafter briefly show how another translation renders a phrase or verse. Good judgment is needed in this regard.

As an aid toward developing new speakers in the home congregation, the body of elders could consider how they might use qualified ministerial servants, at the same time providing opportunity to counsel and assist them in improving speaking ability. For example, some of the outlines provided by the Society will lend themselves to use as a two-part talk--usually a 20-minute part and a 25-minute part. The first could be assigned to a new speaker and the other to a more experienced brother. Following the presentation, the body of elders or those elders present could compare notes privately and then delegate one of their number (possibly the school overseer) to offer such counsel and suggestions as may be deemed appropriate.

It might also be good to assign to speakers subjects that they have not previously worked on. Speakers can be given a choice as to the subjects of the Society's list they are to prepare.

Speakers, whether from your own congregation or visitors, should conform to appropriate standards of dress and grooming. It is preferred that speakers wear suits when giving public talks. Casual attire including sports coats should be avoided. If there are problems with dress and grooming on the part of a visiting speaker, it would be appropriate to provide his body of elders with this information.

It is best that speakers sent out to serve elsewhere should be away from their own congregation no more than once a month. Thus, the many matters that have to be looked after locally will not fall on just a few, and the publishers will not feel that they have been left on their own.

With the blessing of Jehovah on our united efforts to maintain a high standard in our Public Meeting activity, we may look forward to many enlightening and joyous sessions at our Kingdom Halls.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

P.S. Please let all ministerial servants in your congregation who give public talks read this letter so they will be familiar with what is expected of them as public speakers.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

January 15, 1990

TO ALL BODIES OF ELDERS

Dear Brothers:

The Society has received some inquiries on matters of procedure involving unbaptized publishers as well as baptized members of the congregation. We would like to take this occasion to provide you with some guidelines.

**Unbaptized Publishers**

A question has come up as to when an announcement is to be made to the congregation that one qualifies as an unbaptized publisher. As pointed out in the "Questions from Readers" of the December 1, 1989, Watchtower, an unbaptized publisher "can turn in his first field service report when he actually shares in field witnessing." Thus, the announcement should be made to the congregation after the person (1) has been interviewed and approved by two elders, (2) has actually shared in the public ministry, and (3) has turned in a field service report. At that point, "an announcement that he is a new unbaptized publisher can be made to the congregation."--w88 11/15 17, par. 10.

How do you view an unbaptized publisher who becomes inactive and later wants to share in the ministry? You would consider him as inactive, just as in the case of a baptized publisher. If at some later time he takes up the ministry, it would not be necessary to make an announcement that he is again an unbaptized publisher but you can simply view him as reactivated.

What if an unbaptized publisher who had engaged in wrongdoing and who was announced as no longer a publisher of the good news later wants to share in the ministry? Such a person is no longer recognized as a publisher and thus it cannot be said he is irregular or inactive. Consequently, if at some later time he progresses spiritually to the point where he wishes to become a publisher, two elders (perhaps those who earlier met with him) can meet with him to determine his qualifications. If he qualifies, an announcement can be made that he is an unbaptized publisher.

Some have asked about the propriety of keeping a written record of a meeting held with an unbaptized publisher who was involved in wrongdoing. It would be good to keep such a written record. This would be true whether it is determined the unbaptized publisher is repentant or whether an announcement is made to the congregation that he "is no longer a publisher of the good news." (See November 15, 1988, Watchtower, pages 18, 19.) After the two elders have met with the unbaptized publisher and the

matter has been concluded, a written record should be prepared and placed in a sealed envelope. Indicate on the front of the envelope the name of the individual concerned, the names of the two elders who met with him, and the date of the meeting. Thereafter, the envelope should be given to the secretary who will place it in the congregation's confidential file.

**Baptized Publishers**

Please take note of an adjustment in the procedure to follow when handling cases involving a disfellowshipping or disassociation. The May 1, 1989, letter to all bodies of elders says at the top of page 5: "When the S-79b card is returned to the congregation from the Society, it may be stapled to the outside of the envelope." However, in the more recent letter of July 1, 1989, to all bodies of elders concerning confidential matters, it is stated on page 2, in the fourth paragraph: "Nothing should be preserved outside of this sealed envelope (including unnecessary personal notes) by any elder on the committee." In the future, please follow the direction contained in the Society's more recent letter of July 1, 1989.

In the case of a disfellowshipping or disassociation, a copy of the Notification of Disfellowshipping or Disassociation form (S-77) and any other related correspondence should be placed in a sealed envelope. The chairman of the committee should give the envelope to the secretary who, in turn, will put it in the congregation's confidential file. When the S-79b card is returned by the Society, the chairman of the committee can retrieve the filed envelope from the secretary, make out a new envelope, place the S-79b card along with the other material in the envelope, and seal it. Show on the front of the envelope the name of the person, the names of the elders serving on the committee, and the date the action was taken. Thereafter, give the envelope to the secretary for safekeeping. Keep in mind that no one outside the committee should read the contents of the envelope, not even the secretary if he is not on the committee. This procedure will ensure confidentiality. Thus, any S-79 card (including the S-78 used previously) that is not now filed in this manner should be refiled in harmony with the above direction. If and when a disfellowshipped or disassociated person makes a plea for reinstatement, the envelope may be opened by someone on the committee.

For more details regarding the handling of correspondence dealing with disfellowshippings and disassociations, please see the Society's letter to all bodies of elders dated September 20, 1984.

Be assured of our prayers for Jehovah's continued blessing as you extend yourselves in behalf of the brotherhood. We send our warm Christian love and greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

February 9, 1990

TO ALL BODIES OF ELDERS IN THE UNITED STATES AND ITS TERRITORIES

Dear Brothers:

There is no doubt that we are living in thrilling yet demanding times. As foretold, Jehovah is turning the little one into a thousand. Yes, the small band of Kingdom proclaimers has become a mighty nation. (Isaiah 60:22) As new ones stream to "the mountain of the house of Jehovah," and as new territories open up, organizational support must be provided. (Isaiah 2:2-4) The demand for Bibles and the Society's Bible-based literature has never been greater. New facilities have been completed for several branches. Expanded or new facilities are being built in many others.

Although we have always offered the Society's literature on a contribution basis, recent Supreme Court decisions have opened the way for secular authorities to possibly categorize our literature distribution as commercial activity. To prevent this misportrayal of the spiritual nature of our activity and to continue to give the good news of the Kingdom the widest possible distribution, we are adjusting the Society's literature distribution arrangement. These simplified operations will clarify the voluntary and religious nature of our work.

In light of these developments, the Society is adjusting its method of literature distribution by going to a complete donation method. This will underline the fact that we are not motivated by financial interests when preaching the good news. We are "not peddlers of the word of God as many men are, but as out of sincerity, yes, as sent from God," we are declaring the good news of the Kingdom. (2 Corinthians 2:16b, 17, *New World Translation Reference Bible,* footnote; Matthew 24:14) These adjustments in literature distribution procedures will greatly aid us to continue our public ministry unrestricted by state and local laws that regulate commercial house-to-house activity. We believe these adjustments will lighten the work load for you brothers and allow all of us more time to care for spiritual interests and to "make sure of the more important things."—Philippians 1:10.

The enclosed letter to all congregations announces the new arrangement for distribution of the Society's literature. The enclosed congregation announcement concerning the letter should be read at the Service Meeting and Book Studies held during the week of February 19, 1990. The letter to all congregations and all scriptures cited therein will be read during the week of February 19, 1990, following an abbreviated *Watchtower* Study. For congregations enjoying the circuit overseer's visit, attending their special assembly day, or circuit assembly, the letter will be read by the circuit overseer following the consideration of *The Watchtower.*

The elders and ministerial servants should meet as soon as possible and review this letter and the letter to all congregations. You should especially note the tenor of the concluding material under the heading "With what spirit should each one view the new arrangement?" in the letter to the congregations. Please study this carefully to grasp the nature of what direction is now being given. This matter must be kept in strict confidence until the enclosed letter is considered with the congregation.

Following the meeting of the elders and the ministerial servants, the presiding overseer, the secretary, and the service overseer will then meet with the accounts, magazine, and literature servants. The purpose of this meeting will be to acquaint the brothers with the enclosed new forms and instructions concerning literature, magazines, and accounts. The outline for this meeting is enclosed with the forms. Commencing March 1, 1990, congregations will use these revised forms.

An actual count of the magazines and literature on hand should be taken on March 1, 1990. Then the magazine and literature accounts for February should be closed out, forwarding funds received on the new contribution form. Some congregations will find that they have a literature or magazine deficit. The body of elders may wish to handle this deficit by proposing a resolution to the congregation to care for this by means of a donation as circumstances permit.

All should be helped to understand that magazine orders and literature supplies may be picked up by the publishers and others present at the meetings. However, instead of accepting any

contributions at these counters, brothers should be informed that they may make contributions for the literature in one of the boxes marked "Contributions for the Society's Worldwide Work.—Matthew 24:14." Attention should be given to the placement of these contribution boxes near the magazine and literature counters. Labels for these boxes are enclosed. This will facilitate the donations of any who may wish to contribute toward the advancement of the worldwide work.

Previously designated controlled stock, such as deluxe items, *Insight on the Scriptures*, the Reference Bible, bound volumes, and cassettes, should be ordered only when there is a specific request. The brothers will need to be alert to note requests for unusual quantities of literature or magazines by someone who has formerly obtained or placed few publications. Such situations need to be monitored closely. Personal reminders may be necessary to emphasize that the new arrangement does not mean that we are now casually giving away literature to indifferent and uninterested people who do not really want it. (Isaiah 26:10) Everyone involved in magazine and literature handling should make every effort to ensure that the literature is not wasted.

Subscription service to *The Watchtower*, *Awake!*, and cassettes will be discontinued. Following the reading of the Letter to All Congregations dated February 9, 1990, please send any subscriptions *already* on hand immediately to Watchtower, Wallkill, N.Y. 12589; subscriptions for a term longer than one year will not be accepted. No subscriptions, including renewals of current subscriptions, will be accepted from the congregations if obtained or requested after the reading of the Letter to All Congregations. *The Watchtower* and *Awake!* magazines and cassettes will continue to be mailed to all subscribers until current subscriptions have expired. You should direct the publishers to pick up personal copies of the magazines and cassettes from the congregation's regular supply once their personal subscriptions expire.

We will send notices to the congregation for each subscriber within the congregation's assigned territory when subscriptions are due to expire. A qualified pioneer or publisher can then make sure that those individuals in the field who are interested in the magazines will continue to receive them regularly after their subscriptions expire. It is hoped that this personal contact with former subscribers may be a stimulus to starting new home Bible studies.

During the week of February 26, 1990, the elders should arrange for a special Service Meeting in lieu of the regularly-scheduled meeting in *Our Kingdom Ministry*. The outline for this meeting is enclosed. The instructions for demonstrations must be carefully followed. For those congregations enjoying the circuit overseer's visit, attending their special assembly day, or circuit assembly, the circuit overseer will see to it that the special material and demonstrations are presented in their entirety, as an added feature of the program.

The Service Meeting programs for March should be adjusted to conform with these instructions. For the week starting March 5: When making announcements from *Our Kingdom Ministry,* make sure that the friends are reminded that the literature is to be presented on a complete donation basis. For the week starting March 12: When considering the article, "Presenting the Good News—With Discernment," the demonstration in paragraph four should conclude by offering the book without requesting a specific donation. For the week starting March 19: Following the local announcements, remind the friends that when offering the magazines they are to be offered on a complete donation basis. For the week starting March 26: Subscriptions are no longer being accepted. Issues of *The Watchtower* and *Awake!* will be featured in all phases of our public ministry. The parts on the Service Meeting for this week should be adjusted to encourage the brothers to start magazine routes.—See March 1984 *Our Kingdom Ministry,* pages 5-6, paragraphs 28-31.

You brothers caring for the sheep entrusted to your oversight need to keep in mind that *material* resources are necessary to accomplish the worldwide work, including the production of literature. Elders should inform pioneers that, for the time being, they may make donations for the literature and magazines as they have been doing. (1 Peter 5:1, 2) As undershepherds of Jesus, it will be necessary to see that everyone appreciates the value of the literature and that none is wasted on unappreciative people. We are confident that Jehovah will bless our cooperative effort under this new arrangement so that the good news will be fully preached to the entire inhabited earth before the end comes.—Matthew 24:14.

We appreciate your hard work in Jehovah's service and pray for his blessing upon you.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Enclosures

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

February 9, 1990

TO ALL CONGREGATIONS IN THE UNITED STATES AND ITS TERRITORIES

Dear Brothers:

Our reigning King, Jesus, completed a remarkable ministry during the final three-and-a-half years of his earthly life. As the apostle John wrote, "the world itself could not contain the scrolls written" if all of what Jesus accomplished while on earth were recorded. (John 21:25) He was able to do so much because he gave theocratic interests the primary importance they deserved. As he said to his followers, "My food is for me to do the will of him that sent me and to finish his work."—John 4:34.

Putting theocratic interests first meant that Jesus had to set priorities. While visiting in the house of Mary and Martha, he counseled Martha because she gave undue attention to matters other than the spiritual food Jesus was dispensing. He told her, "Martha, Martha, you are anxious and disturbed about many things. A few things, though, are needed, or just one."—Luke 10:41, 42.

First century Christians followed Jesus' lead in this matter. The apostle Paul wrote, "And this is what I continue praying, that your love may abound yet more and more with accurate knowledge and full discernment; that you may make sure of the more important things, . . . and may be filled with righteous fruit, which is through Jesus Christ, to God's glory and praise."—Philippians 1:9-11.

In our day the 'faithful slave' is equally concerned with giving theocratic interests their rightful primary importance. So that this may be accomplished, the "slave" class has directed the implementation of many programs aimed at simplification. For example, in 1978 the Society standardized and simplified the district convention arrangements. This simplification did away with many job assignments and significantly reduced many of those that remained. As a result, all are now able to give primary attention to the rich spiritual food provided each year.

The August 1986 issue of *Our Kingdom Ministry* announced a simplification regarding the field service report of our regular pioneers. In September of 1987 further simplification led to adjustments for the circuit assembly programs, and special assembly days were inaugurated.

Jehovah has richly blessed these efforts to simplify. The work is continuing to grow worldwide at a rapid pace. (Isaiah 60:22) Additionally, many have noted that secular authorities are increasingly viewing certain religious activities as commercial. As in the past, the Society continues to see the need to highlight the spiritual nature of our theocratic organization and to clearly distinguish our activities from those of Babylon the Great. To this end, the Society is pleased to announce that starting March 1, 1990, literature distribution procedures in the United States will be adjusted. From that date, all the Society's literature will be made available to publishers and to the interested public on a complete donation basis. This will emphasize our reliance on Jehovah's spirit while also simplifying certain operations both for the Society and for the congregations. Some may have questions regarding this new arrangement which we would now like to consider.

**What is meant by complete donation basis?**

This means that magazines and literature will be provided to publishers and to the interested public without asking or even suggesting that a specific contribution be made as a precondition to receiving an item. Voluntary contributions or donations will be accepted from publishers and such interested ones to continue the worldwide work of publishing the good news. It is important that all of you and the public understand that making a contribution or donation is not a precondition to receiving a publication. Naturally, this does not mean that literature should be given to those who do not appreciate it and who would not read it. —Compare Matthew 7:6.

**How does the complete donation arrangement affect the distribution of literature at the Kingdom Hall?**

When a publisher or interested person wishes to pick up literature or magazines at the Kingdom Hall, he may do so without having to 'pay for' the items requested. The Society will simply give the individual the literature requested. No money will be expected, requested, or collected at the magazine or literature counter. Those motivated to contribute to the publishing and distribution of the literature should put their donations in the boxes marked "Contributions for the Society's Worldwide Work.—Matthew 24:14."

**How will literature be offered in the field?**

When offering literature in our public ministry, we will give our witness as usual and offer the publications to interested persons to provide them further knowledge on the subject. The recipient should agree that he will *read* the literature, but we will not suggest a specific donation for it. However, after the person has agreed to read the publication, we may explain how the work is done voluntarily worldwide to help people learn the way to everlasting life. It is all supported by voluntary donations. Then you may ask the person if he would like to help the Society accomplish its work worldwide by making a small donation. If he wishes to make such a donation it will be appreciated.

Any who wish to make a donation to defray the expenses of our educational work may do so, but they may receive the literature whether or not a donation is made. At the next Service Meeting, special information will be presented to demonstrate this method of literature distribution. If you note any publishers not present today, please contact them and let them know of this special Service Meeting. This new field service arrangement will go into effect immediately following that meeting.

**What about subscriptions to *The Watchtower, Awake!,* and cassettes?**

Adjustments will take place in this area as well. Subscription service to *The Watchtower*, *Awake!*, and cassettes will be discontinued as such. All publishers should immediately turn over to the brother handling subscriptions any one-year or six-month subscriptions that have already been obtained and these should be mailed to the Society this week. As of the reading of this letter, no one should prepare requests for additional new or renewal subscriptions.

The Society will continue for now, however, to honor the subscriptions currently on file. Once your personal subscription expires you should obtain magazines and cassettes for your own personal use, as well as for use in the field ministry, from the local congregation.

For many years congregation publishers have been encouraged to have a magazine route. A magazine route will care for persons desiring to receive the magazines on a regular basis. These return visits will give publishers the opportunity to further cultivate interest shown by individuals and be a stimulus to starting new home Bible studies. The service overseer will assist publishers in developing such routes.

**How will the Society's worldwide work including the printing and distribution of its literature be financed?**

Boxes labeled "Contributions for the Society's Worldwide Work.—Matthew 24:14" will be made available near the magazine and literature counters. The amounts received in these boxes will be sent monthly to the Society. These funds will be used to defray the cost of the Society's overall operations, as well as providing for needed worldwide expansion.

**With what spirit should each one view the new arrangement?**

Jehovah is progressively guiding his people through these critical times, giving them the wisdom from above, necessary to keep the preaching work moving speedily in the face of many snares laid by Satan. (Psalm 32:8; Isaiah 30:21) Under the leadership of our Lord and Savior Jesus Christ, we have been conducted into the spiritual paradise in which we now carry on the holy work of the good news. We have tasted the joy of being part of Jehovah's spirit-filled organization.—Psalm 34:8.

To meet changing conditions, Jehovah's spirit guides his theocratic organization. While contributions have always been voluntary, the complete donation arrangement allows for individual initiative and conscientious attention to meet the expenses of Jehovah's spirit-directed organization. Now each of us has an increased moral responsibility and privilege to honor Jehovah with our valuable things. (Proverbs 3:9) How we respond to the leadings of Jehovah's spirit as we make our contributions will reflect our heightened awareness that Jehovah considers us trustworthy.—1 Corinthians 4:1, 2.

The Society sincerely appreciates the financial support and cooperation it has received from the worldwide brotherhood. All donations will continue to be used wisely to support Kingdom interests. We are confident that those who appreciate the priceless truth of God's Word and the value of all the Society's provisions, including the production of Bible-based publications, will continue to be motivated from the heart to contribute generously toward this work right up to the end of this old system. (2 Corinthians 9:6-14) We can place full trust in Jehovah knowing that he can "do more than superabundantly beyond all the things we ask or conceive."—Ephesians 3:20.

Your fellow proclaimers of the Good News,

Watchtower B. & T. Society

OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

February 21, 1990

TO ALL CONGREGATIONS IN THE UNITED STATES
AND ITS TERRITORIES

Dear Brothers:

This is a follow-up of our letter to you of February 9, 1990, in which we informed you that, starting on March 1, 1990, the Society will be distributing all of its literature on a complete donation basis. That letter also informed you that, starting on March 1, 1990, publishers using the Society's literature in the field will do so on a complete donation basis. By adopting a method of literature distribution based completely on donations, Jehovah's people are able to greatly simplify our Bible education work and separate ourselves from those who commercialize religion.

While the overwhelming response to this adjustment has been very positive, concern has been expressed for the termination of subscription service to *The Watchtower* and *Awake!* magazines and cassettes. Due to the keen desire expressed for subscription service, the Society has determined to continue this service on a donation basis.

Accordingly, as with all other publications, it will now be possible to obtain new subscriptions and renewals on this basis. When current subscriptions are due for renewal, the subscriber will simply need to fill out a renewal slip and turn this in to the brother handling subscriptions for sending to the Society. The subscriber may put a contribution for this service in the contribution box marked "Contributions for the Society's Worldwide Work.—Matthew 24:14."

When slips for expiring subscriptions are received in the congregation, publishers will call on the subscriber and ascertain if he is interested in having the subscription continued. If the subscriber wishes to renew, the publisher will simply fill out the subscription slip and inform the individual that his subscription will be renewed. Additionally, <u>after</u> the subscription has been renewed by filling out the renewal subscription slip, the publisher may inform the subscriber that the subscription is being provided as part of a worldwide Bible educational work carried on by Jehovah's Witnesses. This work is supported entirely by voluntary donations. If the subscriber wishes to make a donation towards this work, the publisher would be happy to accept it. Thereafter, the publisher should place the donation in the contribution box designated for the Society's worldwide preaching work.

It may be that the subscriber will ask how much is expected. The publisher should inform the subscriber that the making of a donation or the amount of such is left entirely up to the subscriber. The publisher may inform the subscriber that some have donated $5 and others $10 or more, but the amount is left up to the subscriber. Whether or not a donation is made, the subscription will be renewed if the subscriber wishes it.

A similar procedure should be followed in obtaining new subscriptions from house to house, on return visits, and during future subscription campaigns. As you are aware, the months of April and May have been set aside for a subscription campaign. After offering a subscription, the publisher may inform the new subscriber of the means by which this service is provided. However, once again, whether a donation is received or not, an interested person will receive the subscription if he requests it. If it turns out that a subscriber does not make a donation, as Jehovah God's fellow workers we have the opportunity to support the work depending on our circumstances. (1 Cor. 3:9) We are confident that this method of subscription distribution will help all of us to trust in Jehovah. —Galatians 6:5.

Jehovah's people have long recognized the value of regularly receiving *The Watchtower* and *Awake!* in their homes, even if they are isolated. Subscriptions have given interested ones increased opportunities to be motivated favorably toward the path which leads to eternal life. (Prov. 9:10, 11; John 17:3) For all of us, the arrival of each issue by mail is as if 'wisdom is calling out' to us. (Prov. 1:20, 21) With each issue, we receive a fresh reminder to partake of spiritual nourishment which is conveniently served to us in our homes. For many, such as the elderly or invalid, subscriptions have been the primary spiritual sustenance they received—a lifeline and link to the theocratic organization. Similarly, cassettes have proven equally valuable to the visually impaired or to others with reading disabilities. Because so many appreciate the value of these methods of distribution, the Society will endeavor to continue to provide subscription services.

We pray that Jehovah will make it possible for a greater number of people to benefit from subscriptions to *The Watchtower* and *Awake!* magazines. Unquestionably, Jehovah has prospered the work until now and has provided for its continuance through the voluntary contributions of brothers and interested people. We are confident that this generous support will continue.

We take this opportunity to send all of you our warm Christian love.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

P.S. to the presiding overseer: This letter should be read at the first Service Meeting and *Watchtower* Study held after February 24, 1990. Please read all of the scriptures cited. If this letter is received before the Society's February 9, 1990, letter to all congregations has been read to the congregation, the paragraphs in that letter pertaining to subscriptions should be harmonized with the above information.

Please notice: This letter cancels the instructions for the March 26 Service Meeting contained in our letter of February 9, 1990, to all bodies of elders. This Service Meeting will be presented as outlined in *Our Kingdom Ministry* with subscriptions being offered on a donation basis. For the time being, continue to use the subscription slips you have on hand. Requests for cassette subscriptions should be verified by the secretary who will keep a list of those subscribers.

## ANNOUNCEMENT

(To be read at the Service Meeting and Book Studies held during the week of February 19, 1990. If this is received too late to be read before the *Watchtower* Study held for the week of February 19, 1990, you should let the publishers know informally that a special letter will be considered after the *Watchtower* Study.)

There will be a special letter read to all congregations in the United States and its territories following the *Watchtower* Study during the week of February 19, 1990. All publishers should make every effort to be present when this letter is considered.

CUT ALONG THIS LINE

## Week Starting February 26

Song 172

**5 min:** Local announcements. Encourage all to obtain an adequate supply of *God's Word* book and have a full share in offering it in field service this weekend. Introduce next portion of program which will consider February 9, 1990, letter to all congregations.

**20 min:** Presiding overseer gives two-minute summary of the first six paragraphs of the February 9, 1990, letter to all congregations. Afterwards the congregation secretary asks the presiding overseer each question appearing in the Society's February 9, 1990, letter to all congregations. Presiding overseer reads each answer directly from the letter. They can briefly discuss the meaning of each answer. Stress the fact that the cost of producing literature and magazines remains the same and will no doubt continue to rise as inflation escalates. (Two-minute consideration of essence of material in December 1980 *Our Kingdom Service* insert, pages 5 and 6, from the subheading "Inflation—Economic Plague on the World.") People who are righteously inclined will voluntarily contribute out of appreciation for the spiritual treasures found in the literature. Presiding overseer concludes with two-minute summary of the concluding paragraphs from the February 9, 1990, letter. How the literature is to be presented in the field will be handled in the following part.

**20 min:** "Presenting the Good News—With the *God's Word* Book." Use qualified elder who has read and studied thoroughly the February 9, 1990, letter to all congregations.

(3 min.) CHAIRMAN: Read paragraphs 4 and 5 of February 1990 *Our Kingdom Ministry* article "Presenting the Good News—With the *God's Word* Book." Encourage all to use these presentations during the month of March. Emphasize that the presentations to follow will obviously have Jehovah's blessing but will require serious thought and preparation on the part of all. Ask audience to take note of how the offer is made on a donation basis.

(7 min.) Demonstration. Have an experienced pioneer or publisher demonstrate suggested presentation in paragraph 4. After showing the book, the publisher could say: "If you would enjoy reading this fine publication, I would be happy to leave it with you." (Publisher should then hand the book to the householder who will take it and begin looking through it.) Then the householder will ask: "How much does it cost?" The publisher replies: "We are not engaged in a commercial work. What we are doing in your neighborhood today is being done voluntarily in over 212 nations and lands around the world to help people learn the way to everlasting life. If you would care to make a donation toward this work, I would be glad to accept it." The householder says: "I would like to donate $2.00." Publisher concludes by saying: "Thank you. Many have wondered 'Does the Bible contradict itself?' If you would like to discuss some interesting facts on this point, I would be happy to stop back when it is convenient for you." The householder responds: "Good. Could you come back next Wednesday?"

CHAIRMAN: Comment on other appropriate questions that can be raised to pave the way for a successful return visit. Then ask rhetorical question: "What if the householder said: 'I don't think I would read the book'?" Reply that the publisher could take the book back from the householder and say: "I will pass the book on to someone else who will enjoy using it. For the present, perhaps you will find this tract interesting."

(3 min.) Demonstration. Have elder or ministerial servant offer magazine presentation to a man. After raising questions regarding the subject in a specific article in *The Watchtower,* the brother could say: "I would like you to note the details in this article. If you would like to read these two magazines I would be happy to leave them with you." Householder says: "Yes, thank you. That is a subject that is of interest to me." Brother says: "I am glad to be able to make this information available to you. I think you will find the subject truly informative. In fact, I would like to come back next week and get your viewpoint. You will note that *The Watchtower* is published in 107 languages and distributed in nearly 14,000,000 copies around the world. This work is all supported by voluntary donations. If you also care to make a small donation toward this educational work, we would be happy to accept it." Householder says: "Well I don't have any change today, but maybe next time. Thanks for the magazines." Brother says: "You are welcome. The next issue of *The Watchtower* raises the question: 'What does Jesus' death mean to you?' I will stop by on Saturday with that issue. I know you will appreciate it."

(7 min.) CHAIRMAN: Comment on the fact that the groundwork for a fine magazine route has just been laid. The same presentation could be used in the street work. Entertain comments from audience on how the publishers offered literature without asking for a specific sum. Emphasize that a donation is not a precondition that must be met before people can obtain literature. Point out that the magazines were placed with a person who was willing to read them although he was not able to donate on this occasion. On other occasions individuals who accept literature, like the householder in the first demonstration, may make a willing donation for the Kingdom work. In both instances we can be very gracious. However, literature should not be offered indiscriminately with those not manifesting interest. Those who are generous may be provided additional literature on the initial call or a return visit. Our purpose is to teach the good news of God's Kingdom and make disciples. All Kingdom publishers will become accustomed to the adjusted presentation and make improvements as time goes by. Stress that "we are not peddlers of the word of God." (2 Cor. 2:17) We look for Jehovah's backing on this arrangement. Conclude by reminding all that while we are pleased to leave literature with interested persons who, for one reason or another, cannot donate, we still have the moral responsibility to assist the Society with our donations.

Song 14 and concluding prayer.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

April 21, 1990

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

Enclosed is a letter to be read to the congregation, clarifying certain matters relating to donations to the Society's worldwide work. It would be good for the elders to read this letter together and discuss the points made so that the entire body has a clear understanding and can all speak in agreement. Following the elders' consideration of this letter, it should be read at the next Service Meeting.

Note the reference as to how the brothers should present literature at the doors. Use the information presented in *Our Kingdom Ministry* for May, 1990, in the article "Use Our Literature Wisely," pars. 3-7, to remind the brothers at Service Meetings and meetings for field service, how properly to present matters.

It should be made clear that we are offering literature or a subscription to persons really interested in reading such. Then after the offer has been accepted, we can explain about the nature of the worldwide work, how it is supported financially by voluntary donations, and give the householder an opportunity to make a small donation if he or she chooses. But the giving of a donation is not a precondition for their getting the offer, if they sincerely wish to read the publication.

**HANDLING CHECKS:** Please take note that when a person wishes to make a donation by check, it should be made out to Jehovah's Witnesses, not to the Watchtower Society. All such checks will then be put in the box marked "Contributions for the Society's Worldwide Work.—Matt. 24:14." The one handling accounts should be advised to enter all such checks in the congregation cash. (The transaction description being "Contributions - SWW" and identified in the TC "Transaction Code" column as W.) The accounts servant will deposit these in the congregation checking account regularly. The amounts will be included in the "Contributions to the Society's Worldwide Work" sent in each month.

Also, in the rare case that *a donor should ask* for a letter of acknowledgment, the publisher can note down the name and address of the donor, and hand this to the one handling accounts. He will advise the congregation secretary, who will then type up on congregation letterhead a brief letter of acknowledgment of the donation and send this to the donor, keeping a copy for congregation files.

The acknowledgment letter could read as follows: "On behalf of Jehovah's Witnesses we wish to acknowledge your donation in the amount of $_____. We deeply appreciate your generosity and will use these funds to advance our worldwide Bible education work.—Matthew 24:14. Sincerely," and then be signed by the secretary for the congregation.

**REQUESTS FOR LITERATURE:** When an individual sends a request to the Society for a certain item of literature, the Society will send to the appropriate congregation the slip showing the name and address of the party and what item has been requested. The slip should be given to a reliable, experienced publisher who will call on the person, ascertain the interest and offer the requested item. After the item has been handed to the householder, the publisher can explain about the worldwide work and how it is supported by voluntary donations, as with any other call.

**FULL-TIME SERVANTS:** The Society provides through the congregation the literature to be used in the field ministry. All full-time servants should put in the designated contribution boxes the full amount of donations that they receive in the field. Whatever contributions pioneers themselves make to the worldwide preaching work is something that each one must decide. However, when a householder makes a contribution to the work, this entire amount should be placed in the box marked for that purpose. It would not be appropriate for anyone to take a portion of the donation that another has made to the work.

Enclosed is a letter of encouragement to be used in explaining this matter to all special, regular, and auxiliary pioneers. The congregation service committee should arrange a special meeting with these full-time servants. Please read and discuss this letter with them, to help them appreciate their responsibilities and privileges as full-time representatives of Jehovah's organization.

Also, it would be good for the elders to have in mind the interests of the pioneers in their congregations, and where assistance can be rendered to help such ones to remain in the full-time service, it would be proper for brothers and sisters in the congregations to be of help. Some may assist pioneers with their gasoline costs or other expenses where this is necessary, as well as invite them to their homes for meals from time to time. This will be of mutual encouragement to the pioneers and to those in the congregation who show Christian hospitality.—Romans 1:11, 12.

The continued, loyal support given by all of you brothers to advance the Kingdom work worldwide is much appreciated. Please accept our warm love and best wishes.

Your brothers,

Watchtower B. & T. Society

OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

[redacted]

May 20, 1990

TO ALL SERVICE COMMITTEES IN THE UNITED STATES AND ITS TERRITORIES

Dear Brothers:

In processing thousands of Literature Requests each week, we have found that, due to overestimation, items are requested in excess of actual needs. Other times, the quantities on the Literature Request (S-14) are simply filled in illegibly or incorrectly. If we fill the request as indicated, a congregation may be overstocked with items that will move slowly.

To prevent overstocking, we request that the secretary review all Literature Requests for accuracy, and ascertain whether the quantities requested reflect genuine needs. This should be done before they are signed and mailed on the appropriate date to the Society. Furthermore, all of you brothers should monitor the movement of all literature closely, particularly Special Request Items.

Under the previous arrangement publishers may have been very cautious in the amount of literature they obtained from the Society for personal and family use. Under the complete donation arrangement this same caution should be exercised so as not to place an undue burden on the Society. Please bear in mind that production costs are the same, but no doubt will increase in the future due to inflation.

At times, the elders may need to remind everyone that the new arrangement allows each individual to display personal initiative and conscientious attention in meeting the expenses of the Society.

Some individuals may need assistance in this area. What can be done? The February 9, 1990, letter outlining the complete donation arrangement stated: "The brothers will need to be alert to note requests for unusual quantities of literature or magazines by someone who has formerly obtained or placed few publications. Such situations need to be monitored closely. Personal reminders may be necessary to emphasize that the new arrangement does not mean that we are now casually giving away literature...."

Therefore, if a congregation submits a request for an unusually large number of Special Request Items, we will reduce the quantities to a predetermined total, given the size of the congregation. If the quantities, however, are appropriate

requests, then the congregation should attach a brief note to the Literature Request (S-14), stating that the information in this letter, dated May 20, 1990, has been reviewed and the requests are in accord with its directions.

This procedure should be followed when the quantity of Special Request Items is unusually large. This will let us know that the items have been reviewed and they represent the genuine needs of your congregation or are appropriate requests from individuals in your congregation.

Please be assured of our warm Christian love for you and the Flock of God in your care.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Enclosure

P.S: The presiding overseer should review this letter with the secretary, service overseer and literature servant.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

August 15, 1990

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Recommending Kingdom Hall construction volunteers

Dear Brothers:

Many volunteers have assisted with Kingdom Hall construction projects throughout the country, and their willing spirit is most appreciated. They have truly 'offered themselves willingly,' and they are to be commended. (Ps. 110:3) The circuit overseers have also helped the Society and the Regional Building Committees by personally surveying the skilled personnel for several years now. Their assistance has been very much appreciated. To provide more meaningful information and to simplify the process, we are pleased to outline an adjusted procedure. A new Kingdom Hall Construction Worker Questionnaire will be used to gather the needed information, and copies are enclosed for your congregation. Full cooperation is needed from each body of elders on a continuing basis to assure the success of this arrangement.--Prov. 15:22.

USE OF THE KINGDOM HALL CONSTRUCTION WORKER QUESTIONNAIRE

**Initially,** copies of the Kingdom Hall Construction Worker Questionnaire should be filled in by each volunteer who is able to assist on a regular basis with Kingdom Hall construction projects and who meets the necessary criteria. Those who are currently being used by the Regional Building Committee in your area (including the members of the Regional Building Committee themselves) as well as others who wish to make themselves available should fill in one of these forms. These forms should be completed in advance of the circuit overseer's next visit to the congregation. Each worker will fill in the front side of the form. After discussion with the body of elders, the Congregation Service Committee will complete the first portion on the reverse side. The form is then given to the circuit overseer, who adds his comments and forwards it to the Regional Building Committee for your area.

**In the future,** these forms should be completed as additional workers qualify and volunteer. If one volunteers but is not used for a year or so, he should submit a new questionnaire to provide current information. Similarly, if there are major adjustments in one's status, such as being appointed as an elder or ministerial servant, a new form may be submitted to apprise the Regional Building Committee of this change as this can affect how he is used. The elders should mail the forms to the circuit overseer within one week of receipt.

When additional forms are needed, these may be obtained from the circuit overseer.

## WHO FILL OUT QUESTIONNAIRES?

Who may submit Kingdom Hall Construction Worker Questionnaires? There are many willing workers but not all have the skills or spiritual qualifications needed to participate in Kingdom Hall construction work on a continuing basis. If one does not qualify, he may be commended for his willing spirit, but you should kindly explain to him why he does not qualify. However, his questionnaire should not be submitted. The three categories outlined below may help you in determining which applications to submit.

(1) **Skilled workers** may be brothers or sisters who are professionals in certain fields needed in constructing Kingdom Halls. Also included are those who have building skills or support skills. Elders are needed who have the ability to oversee a project or a portion of a project. Both construction and non-construction workers are needed. Construction-related workers would include those who have background in real estate, building codes, property inspection and evaluation, fire codes, engineering, and safety, as well as tradesmen such as carpenters, plumbers, electricians, painters, roofers, and heating and air conditioning technicians. Non-construction workers are those who have expertise in purchasing or business management, traffic control, first aid, food preparation, and so forth. Generally these need to be available on a regular basis, several times a year, to assist with construction projects.

(2) Those who **have spiritual qualifications and the potential for oversight** with further training are also needed. Regional Building Committees wish to have willing spiritual men available for future development. These should already be appointed as elders or ministerial servants. If they are available and willing to be used, they could submit a questionnaire although they may not be experienced. Please detail the brother's background, and give your frank observations on his potential, reliability, and so forth.

(3) Many unskilled workers volunteer as **general workers** when their own congregation or a nearby congregation is involved in a Kingdom Hall construction project. These make up the general labor force, and their assistance is vital. Yet, these should **not** submit a questionnaire. The need for such workers is generally made known in just the congregation(s) involved in building or renovating the Kingdom Hall and in neighboring congregations. No record needs to be retained by the Regional Building Committee of these workers.

## DELETIONS

If a volunteer who has filled out a questionnaire moves out of the area assigned to the local Regional Building Committee, dies, is disfellowshipped, disassociates himself, or is reproved, the local elders should immediately alert the circuit overseer, who, in turn, will advise the Regional Building Committee to 'remove the volunteer from their approved list of workers.' The circuit overseer would

not forward confidential congregation information to the Regional Building Committee. He would simply advise them that the brother should no longer be used or has moved. The Regional Building Committee can then adjust its records and notify the department overseer of the deletion. If the body of elders feels a volunteer no longer qualifies for some other reason, the local elders should discuss their concern with the worker. If their decision remains unchanged, they will notify the circuit overseer so the above procedure may be followed. If one who has become disqualified later qualifies again, he can submit a new questionnaire at that time.

## CONFIDENTIALITY

The information provided on the Kingdom Hall Construction Worker Questionnaire must be held in confidence. The comments of the local elders and circuit overseer need to be complete and accurate to be most helpful to the elders serving on the Regional Building Committee. The committee members must exercise care in handling the questionnaires once they receive these. Although the name, address, telephone number, and general qualifications of an individual may be shared with a department overseer, the other information should be kept in the confidential file of the Regional Building Committee.

When the Society needs information from the Kingdom Hall Construction Worker Questionnaires, we will correspond with the Regional Building Committees to obtain copies. Thus, when giving your recommendation and observations, please keep in mind that, although the brothers currently serving on the local Regional Building Committee may know the individual and his abilities well, the comments may also be reviewed at some time by brothers who do not know the volunteer. Therefore, your giving a full and complete picture of each individual will be advantageous. So that these comments may be clearly understood by all reviewing these forms, elders in foreign-language congregations should complete these in English.

We hope this arrangement will continue to provide the needed help so the load may be shared. Having sufficient skilled volunteers assures that construction projects will progress smoothly and that generally the skilled workers will be "on site" only while their particular skill is needed. Thus, they can return to their congregations and families with a minimum of disruption of their normal schedule of activity. Your warmly commending and encouraging those who assist can do much good toward assuring the continued success of the quickly-built Kingdom Hall construction program.

Please keep in mind what was mentioned in the Society's letter of July 1, 1988, "To All Bodies of Elders in the United States." That letter pointed out that "we all want to have as full a share as possible in the field ministry" since this is one of our primary theocratic activities. (Mark. 13:10; Phil. 1:10) At the same time, it was acknowledged: "Some of you have many additional responsi-

bilities [such as assisting with Kingdom Hall construction on a regular basis]. . . . We know this activity can affect the amount of time you spend in the field ministry." Thus, it was suggested that a notation be made on the Congregation's Publisher Record card for the volunteer showing he engaged in such additional theocratic activity during a particular month. Those who help with necessary theocratic activity like this are doing essential work, and this should be taken into consideration.

It is hoped that this new arrangement will aid with the necessary work of building and renovating Kingdom Halls throughout the United States. As each of you seeks to have plenty to do in the work of the Lord, you can be assured of our prayers for Jehovah's continued blessing upon your endeavors.--1 Cor. 15:58.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

cc: Regional Building Committees
Circuit Overseers

P.S. to the circuit overseers: We are enclosing 50 copies of the Kingdom Hall Construction Worker Questionnaire. When more are needed, you may request these from the Society in the normal manner.

The English-speaking circuits are assigned in their entirety to a single Regional Building Committee. However, foreign-language circuits may have portions assigned to two or more committees. If that is the case, the circuit overseer should send questionnaires to the committees caring for the corresponding English-speaking congregations. If clarification is needed, the circuit overseer may correspond with the Society.

Many of you have asked that the survey arrangement be adjusted to lessen the paperwork you must handle. We hope this adjustment will help and that you can use the time gained thereby to assist the congregations with other spiritual needs.

Your personally commending those who volunteer can encourage them greatly. When meeting with bodies of elders, help them appreciate their responsibility to support the quickly-built Kingdom Hall construction program. Their maintaining a balanced view of the work being done to assist with necessary Kingdom Hall construction can help the elders avoid being overly demanding of the volunteers and can have a positive effect on these workers who give of themselves in such a self-sacrificing and loving manner.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

August 27, 1990

TO ALL BODIES OF ELDERS

Dear Brothers:

We are glad to provide information that will assist you in preparing your congregation field service reports and sending them to the Society on time. (Mark 6:30) This letter replaces our letter dated May 10, 1984, which should be destroyed.

We have been receiving a number of congregation field service reports very late. By the third week of each month, monthly field service reports have not yet been received from approximately 400 congregations. This makes it very difficult to compile the field service report for the country so that it can be printed in Our Kingdom Ministry. The Congregation Report card (S-1) requests that each congregation submits its report to the Society no later than the sixth day of the following month. Some of you have evidently been holding your congregation reports after the sixth of the month so that late reports from the publishers can be included in your report. While you continue to encourage the brothers to turn in their field service reports on time, the congregation field service report **should not be delayed,** waiting for late publisher reports. If because of circumstances beyond your control your report is late, please send it by regular mail. It is not necessary to use expensive express mail service.

If certain totals on your monthly report are significantly higher or lower than what you normally report, a brief note confirming that the figures are accurate should accompany the report. This will serve to satisfy questions the Society may have regarding the accuracy of the totals.

**LATE REPORTS:** What should be done when publishers turn in field service reports so late that they cannot be included in the congregation's report that you send in on the sixth of the month? The "Question Box" in the August 1973 Kingdom Ministry said: "If, for example, a publisher turns in a late report for his activity during July and then turns in his August report on time, all of his activity would be included in the congregation's August report. Would this one be counted twice as a publisher in August? Yes, because he was not counted as a publisher in July. This will provide the Society with a complete report, and the averages at the end of the year will be correct." So, if the report for the congregation is incomplete because of missing reports, please do not hold up the congregation report until these are received. Late reports should be included in the next month's congregation report, which, of course, will result in the total report for the year

being accurate. If reports are turned in after you mail the congregation report to the Society, please **do not** send these to the Society, asking for your report to be adjusted. You should include them in your next month's report as outlined above.

**CONGREGATION'S PUBLISHER RECORD CARDS:** Some have been concerned that if an individual's report is not turned in early enough to be included with the congregation's report, the publisher would be considered irregular. Some have included time for the publisher, even though no report has been received. It would be best if nothing is reported for a publisher until a report is actually received, either in writing or verbally. This will assure that your field service report is "an accurate report."--See Our Ministry, page 103, paragraph 2.

Individual reports should be posted on the Congregation's Publisher Record card under the month shown on the report slip, regardless of what month the report is turned in or when it is included in the congregation report sent to the Society. Thus, if a publisher turns in his July report late, when the secretary posts the Congregation's Publisher Record card, he should post the July report in the space for the month of July and the August report in the space provided for the month of August.

**PIONEER REPORTS:** You should handle **regular pioneer reports** in the same way you handle publisher reports. Thus, late reports turned in by regular pioneers should not be sent to the Society and request made that they be added to what you have already submitted for a certain month. Instead, such reports should be added to the total activity for regular pioneers on the next month's report. As with publishers reporting late, the pioneer should be counted twice, on your next Congregation Report (S-1) to the Society or as many times as the number of late monthly reports the pioneer turns in. Hour credits for pioneers, such as for attending Pioneer Service School or serving as a temporary construction worker at Bethel, should not be included with field service time on the congregation report. **Special pioneers** report directly to the Society. Their field service reports should not be included with the regular pioneer activity on the Congregation Report (S-1) although their activity should be posted on their Congregation's Publisher Record cards.

We trust these comments will be helpful to you in preparing your monthly field service reports so they will be accurate and can be sent to the Society on time. It is a pleasure to be working unitedly with you in Jehovah's Kingdom service. Be assured of our warm Christian love.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

January 1, 1991

TO ALL BODIES OF ELDERS

Dear Brothers:

The growth in the regular pioneer ranks in the last few years has been outstanding. At the end of the 1990 service year, the number of regular pioneers had more than tripled over the number enrolled ten years ago. This gives us much cause for rejoicing. Although the Society has been able to simplify many of its office procedures, considerable work is still involved in maintaining accurate records for the tens of thousands of regular pioneers in the United States. To aid the Society in keeping accurate records, it is requested that the elders please check the completeness and accuracy of all forms or letters on pioneer matters before they are mailed to the Society. You will be aided in this by reviewing this letter as you handle the following matters:

**NEW PIONEER APPOINTMENTS**

1. Secretary should be sure the pioneer application is complete and correct with applicant's full name (no nicknames), birth and baptism dates. Corrections should be made before mailing.

2. Married pioneer sisters should give their full name on line #1 and husband's full name on line #2(b). If a sister is separated or divorced and not remarried she should indicate this on line #2(a) after "Other." Applicants should always show the month they desire to start pioneering and the congregation to which he wishes to be assigned. This should be indicated on the front of the application.

3. On the back of application, show field service **averages**, congregation name and number, and signatures of Congregation Service Committee. If a member of the service committee is away, another elder should sign instead. Applications should be sent to the Society promptly.

4. If applicant's hours are low and participation in various features of field service is limited, a letter from the Congregation Service Committee must accompany the application explaining why you believe the applicant can meet pioneer requirements. Otherwise it may be returned.

5. No retroactive appointments are made unless there are significant extenuating circumstances. If that is the situation, then a letter of explanation must accompany the application.

6. It is important that question 5 be completely answered. At least one year must pass from time of reproof or reinstatement, with all restrictions lifted, before a person can qualify for appointment.

7. Applicants must be baptized six months prior to appointment.

## PIONEERS DISCONTINUING

1. When submitting the S-206 form for publishers discontinuing pioneer service be sure to include the pioneer's identification card.

2. When removal is for improper conduct, provide complete information as requested on the form, including the action taken by elders such as reproof or disfellowshipping.

3. If pioneer indicates that he does not agree with removal, you can advise him that he may write. His letter should be included with an explanatory letter from the elders and the S-206 form, if at all possible. However, if the pioneer does not express disagreement with the removal, the elders should not initiate the suggestion that he write a letter to the Society.

4. When a pioneer discontinues for any reason, inform the Society promptly.

5. Pioneers going off the list must wait six months before reapplying.

6. The Society will not send formal notice when a NOTIFICATION OF DISCONTINUING REGULAR PIONEER SERVICE FORM (S-206) is sent to the Society unless the pioneer disagrees with the removal.

## PIONEERS CHANGING CONGREGATIONS

1. When a pioneer moves **into** your congregation, it should be reported on the back of your Congregation Report (S-1). This includes pioneers moving in from another branch including Alaska, Hawaii, and Puerto Rico.

2. The instructions in the Society's letter of August 1, 1989, that accompanied the revised pioneer identification cards should be carefully followed when issuing identification cards. The secretary should only provide replacement identification cards for pioneers who have moved in from another part of the contiguous United States. The secretary should **not** provide replacement cards for those changing their name, for those moving in from another branch, for lost identification cards, nor for those who believe their card is incorrect. The Society will provide pioneer identification cards for these pioneers upon request. Neither the secretary nor the pioneer should ever make changes on a card received from the Society. If you believe there is an error, write and ask the Society if an adjustment might be in order, sending the card with your correspondence.

## PIONEER NAME CHANGES

1. When a pioneer requests a name change on his identification card due to marriage, divorce, and so forth, the secretary should provide full information on the back of the Congregation Report (S-1). He should show the pioneer's full name and the husband's

full legal name (no nicknames). The way you list the husband's name is exactly how the wife's name will appear on the new identification card. Please supply date of marriage (if applicable), name of former congregation if pioneer has moved in, and former branch if from outside of contiguous United States. Please include pioneer's old identification card, if available.

**HOUR CREDITS**

1. We receive questions from time to time about pioneers receiving credit toward their hours for work on Assembly Halls, Kingdom Halls, and so forth. No one should receive credit for working on such projects unless he is specifically approved to do so. Assembly Hall Committees, Regional Building Committees, and Convention Committees have received guidelines for extending credit to those they approve to work on such projects.

2. When elders grant "special consideration" to a pioneer (8/86 km insert), this is not to be regarded as a leave-of-absence nor as time to be credited toward his hours. His Congregation's Publisher Record card should be marked in accord with directions given in the Our Kingdom Ministry insert of August 1986 mentioned above.

3. Never include hour credits with field service hours on the Congregation Report (S-1). Do not send late individual pioneer reports to the Society. Combine them with pioneer totals for the following month and count the pioneer twice as outlined in our letter to all bodies of elders dated August 27, 1990.

**YOUR HELP APPRECIATED**

The keeping of accurate records and files involves time and effort on your part and ours. We appreciate very much your cooperation and help. We are all very busy doing Jehovah's will. (1 Cor. 15:58) However, taking a few moments to insure the accuracy of a form or letter before it is mailed can save many hours. We suggest that the secretary review this letter when considering matters involving regular pioneers. Thank you and please accept our warm love and best wishes.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

January 15, 1991

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

The United States Postal Service has advised the Society that it will no longer leave uninsured parcels unprotected on porches, steps, or elsewhere. This new policy is effective immediately, and may affect future literature shipments you receive from the Society.

Accordingly, we recommend that your congregation have a permanent shipping address for literature where someone will be at home during the day to responsibly receive literature shipments. This address need not be restricted to the elders if their address is not suitable (please see paragraph 13 of the Watchtower Publications List).

If your congregation currently uses the Kingdom Hall as a permanent shipping address for literature and no one is present during the day to receive shipments, the elders should choose another address that meets the above-mentioned requirements. The enclosed Shipping Address for Literature Only form (S-36) should be used to provide the new address. Send the original to the Society and keep the duplicate in the congregation file.

Even if your congregation regularly receives most of its shipments at a Literature Distribution Center, or at an assembly hall, an address that meets postal requirements should still be supplied. The Society may ship some items directly to you by the United States Postal Service without prior notice.

Therefore, to avoid having shipments returned to the Society unnecessarily by the United States Postal Service, please give this matter your prompt attention.

We send an expression of our love and best wishes.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Enclosures

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

February 15, 1991

TO THE CONGREGATION SECRETARIES AND CITY OVERSEERS

Dear Brothers:

Each issue of The Watchtower and Awake! magazines is part of the vital "food at the proper time" that "the faithful and discreet slave" is providing for our spiritual benefit. (Matt. 24:45) Even though a person is a subscriber to one of the magazines, he may miss some issues if he fails to renew his subscription promptly. This emphasizes the importance of sending new subscriptions immediately to the Society and also promptly caring for Expiring Subscription return visit slips. Although renewal notices are inserted in the magazines and Expiring Subscription return visit slips are sent to the congregations two to three months before the last issue is sent, a large percentage of the Expiring Subscription slips that we receive have been delayed, resulting in subscribers missing one or more vital issues of our magazines.

It is the responsibility of the congregation secretary to train and work with the accounts servant and the brother handling subscriptions in sending new subscriptions to the Society weekly as received and also distributing Expiring Subscription return visit slips immediately upon their receipt. The city overseer has the responsibility of working through those he selects to assist him to forward the slips he receives to the proper congregations promptly. The following will assist each of you in caring for this privilege of service:

1. The accounts servant may handle the subscriptions, or another dependable brother can be assigned who can devote his entire time to caring for subscriptions. Both of these brothers work under the supervision of the secretary.

2. When the original subscription and its duplicate are turned in by a publisher, the brother caring for them will proofread the slips while the publisher is present to determine if they are legible, the spelling is correct, and the information is complete on both copies. This includes the city or post office, zip code (if known for certain), congregation number (if the subscriber is in the congregation territory or attending that congregation), and the language. The duplicate slip should be marked "copy" in the upper right-hand corner and retained by the congregation.

a. Before each subscription campaign, the How To Handle Subscriptions Properly form (S(d)-11) should be reviewed with the congregation in a Service Meeting part and then put on the information board. Publishers should be encouraged to refer to these instructions before turning in their subscriptions.

b. The information on the How To Handle Subscriptions Properly form will also be very helpful to the brother handling subscriptions, and he should be thoroughly familiar with it.

c. **Each week** all subscriptions received, even if only one, should be attached to a completed Weekly Subscriptions form (M(d)-203) and given to the secretary who will carefully check and proofread them before mailing promptly to the Watchtower Society at our Wallkill address, using the M-203 yellow envelope.

3. The duplicate slips should be kept clipped to the carbon copy of the Weekly Subscriptions form until that group of subscriptions appears on the Shipping Acknowledgment from the Society.

a. Then the Weekly Subscriptions form will be placed in the accounts servant's file, and the duplicate subscription slips should be filed alphabetically for easy comparison when Expiring Subscription return slips are received from the Society.
b. The Society sends a notice (M-210) to the congregation when a subscription is not deliverable as addressed and is no longer being mailed to the subscriber. Compare it with the duplicate copy in the file to determine who originally obtained it so he can check it out. Please return this notice to the Watchtower Society at our Wallkill address, and show the correct address or indicate on the form that the original is correct.

4. When subscriptions are turned in, the accounts servant or the brother handling subscriptions should encourage the publishers to make return calls regularly to determine if the magazines are being received.--See point 11 of the How To Handle Subscriptions Properly form.

a. If a publisher informs the one handling subscriptions that magazines are not being received by a subscriber after six weeks, refer him to the secretary, and the secretary should gather the information as outlined in point 11 of the How To Handle Subscriptions Properly form and write the Society immediately, with all correspondence signed by the secretary and presiding overseer.

5. When the Expiring Subscription return visit slips are received from the Society, the presiding overseer will, at the **next meeting**, give them to the brother handling subscriptions.

a. He will pull the corresponding duplicate subscription slips from his file, attach them to the Expiring Subscription slip, and give them **that week**, if at all possible, to the publishers who originally obtained the subscription.
b. In this way the subscriptions can be renewed quickly, and subscribers will not miss any issues of the magazines.

6. If you receive any Expiring Subscription slips that are not for your congregation, please forward them to the correct congregation, if known. Otherwise, return them to the Society at our Wallkill address.

a. **DO NOT** write or mark on these slips in any way.
b. **DO NOT** mail them with new or renewal subscription slips, but mail them separately with a covering note explaining why they are being returned.

For additional information, please refer to the S(d)-11 form, How To Handle Subscriptions Properly. We appreciate your cooperation in caring for your many duties and pray Jehovah's continued blessings upon you.

Your brothers,

Watchtower B. & T. Society

OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

February 20, 1991

TO ALL BODIES OF ELDERS

Dear Brothers:

Shortly you will receive the April 15, 1991, *Watchtower,* featuring the articles "Will You Imitate God's Mercy?" and "Imitate God's Mercy Today." We here provide information to help the elders in applying the directions there given.

CONFIDENTIAL: No copies of this letter should be made. The presiding overseer should read it to the elders at their next meeting, and then it should be put in the congregation file.

*Meeting to review disfellowshipped (disassociated) ones:* As *The Watchtower* states on page 23, paragraph 13, this can be part of a normal meeting of the body of elders. (During 1991, have this review between June 1 and the end of September; in following years, it can be during a meeting of the elders after the start of the service year in September.) Normally this review will not be scheduled during the visit of the circuit overseer, as there are other matters for the elders to consider when meeting with him.

Review each disfellowshipped person known to live in the territory. No extended discussion of each is necessary. If one is an active apostate, is trying to lead others into sin, is known to be in a sexually immoral living arrangement, or has made it known that he wants nothing to do with God's people, a note that no call is necessary should be made on the outside of the sealed envelope containing the disfellowshipping record. In following years the meeting likely will be briefer, as you will not have to discuss any who are known to be unworthy of a visit.

*Who will be asked to make a visit?* The two elders assigned to make a visit should, if possible, be ones who were on the committee that handled the disfellowshipping. When it is necessary to have a newer elder share in a visit, he should accompany an elder with more experience. (If there is only one elder in the congregation, a traveling overseer who is visiting--or a ministerial servant who serves as a substitute elder on the congregation service committee --can accompany him.) The presiding overseer should note which elders the body assigns to make visits and on whom. He should check to see that the assignments are completed. Later he will include on the agenda for the next elders' meeting a report of what occurred with each of the assignments. A notation of the date of the visit should be made on the envelope; thus no further call may need to be made for a while.

*What to discuss:* When the two elders contact a disfellowshipped individual (perhaps initially by phone), they should make it clear

that they want to be helpful. They may inquire whether the person has read the articles in *The Watchtower* of April 15, 1991, providing a copy if he desires to read it. (Elders may want to set aside a few copies for this use when the supply arrives.) When making a visit, the elders should be warm but remember it is not a social call. (1 Corinthians 5:11) They can tactfully draw out the person about his attitude and desire to receive God's mercy. Instead of reviewing the past case, they can discuss briefly Isaiah 1:18; 55:6, 7; James 5:20 or some points from the article "Will You Imitate God's Mercy?" They should remind the person of the steps to be taken for reinstatement. (See *Organized to Accomplish our Ministry,* page 149.)

If the disfellowshipped one is a minor child, the two elders may contact the parent(s) to arrange for the visit. It would be proper for the parent(s) to be present during the visit.

*Extent of the visit:* The visit is not to be of great length, but the two elders should evidence their genuine interest and desire to be helpful. In some cases there may be good reason for a follow-up visit. Perhaps on the initial visit the individual is ill, occupied with some task, or has other visitors, and it is not convenient to talk about the purpose of the visit. The elders will not visit regularly nor hold a study with the disfellowshipped person. However, literature may be placed as appropriate. If it is evident that the person lacks Biblical knowledge and understanding, after he is reinstated the elders can have a mature Witness (possibly an elder) study with him, and this would be reported as field service. (See *Organized to Accomplish our Ministry,* page 103; *Our Kingdom Ministry,* April 1987.)

*Need for caution:* The articles in *The Watchtower* of April 15, 1991, show why the shepherds may fittingly take the initiative to contact some disfellowshipped or disassociated ones who may be repentant or disposed toward regaining Jehovah's favor. However, the elders making these calls should bear in mind the need for caution. Not all who are visited will respond favorably. We do not want to listen to smooth talk from individuals intent on justifying themselves or trying to mislead others. (Compare 1 Timothy 6:3, 4.) Especially where the elders have no background on the person's wrongdoing or attitude, they should exercise special caution. --Compare Proverbs 18:17; Romans 16:18.

The provision of making these calls is certainly in line with God's mercy that we read of in the Scriptures. May you prayerfully trust in our Father as you cooperate with this merciful arrangement.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

cc: Traveling overseers

**WATCHTOWER**
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

June 15, 1988

TO ALL TRAVELING OVERSEERS AND BODIES OF ELDERS

Dear Brothers:

Since we have received letters inquiring about the Society's policy in dealing with individuals who are illegally in this country, we are pleased to provide you with the following comments.

An illegal alien, an individual who, for personal reasons, lives in a country in violation of the law, would not be prohibited from getting baptized, if otherwise acceptable. Onesimus became a baptized Christian though being a fugitive slave. (Philemon 8-19) So, obviously, such a person could participate in field service activity as a publisher. He may also share in the Bible study work and may be called upon to pray at home Bible studies or even to conduct a home Bible study in the presence of another brother or sister who may accompany him on his Bible study.

However, under normal circumstances, a person known to be an illegal alien would not be recommended for appointment as an elder, ministerial servant, or regular or auxiliary pioneer. He would not be used to give instruction from the platform because he is not exemplary in respect to his legal residence. (1 Timothy 3:7, 10) As far as using such a one as a reader at the Watchtower Study or at the Congregation Book Study, the "Question Box" published in the June 1972 Kingdom Ministry (August 1972 Spanish edition) provides direction. You will note that among the requirements for a Watchtower reader is that he should be a good example in Christian living. This again is emphasized in the "Question Box" of July 1977 Our Kingdom Service (September 1977 Spanish edition). Also, the May 1, 1979 issue of The Watchtower (September 15, 1979, Spanish edition), page 23, paragraph 10, states that those representing the congregation in prayer must be exemplary. Since, under normal circumstances, those who are in the country illegally are not exemplary, they would not be used to represent the congregation in prayer. However, it seems appropriate that illegal aliens be permitted to give student talks on the Theocratic Ministry School or be a helper in a Service Meeting part as long as it does not disturb the conscience of the brothers in the congregation.

Any illegal alien in this country who asks for counsel and direction concerning his status in the congregation should be counseled in harmony with what is righteous and appropriate. It would be proper for an individual to be encouraged to read Romans chapter 13 and Titus 3:1 and, thereafter, act in such a way so as to have a

good conscience before God and men. An individual in this situation would also have to be prepared to accept whatever consequences may come his way because of his illegal status in this country. Nevertheless, we would not prohibit him from sharing in the field service activity and getting baptized nor from attending meetings or commenting during them.

We would like to add that, when an illegal alien files his papers for residency with the Immigration and Naturalization Service, his situation changes. He would no longer be someone who is hiding because "Caesar" would know what his name is, where he works, and any other information deemed necessary. Therefore, after a reasonable period of time has elapsed, he could be recommended as a ministerial servant or elder if he meets the qualifications. However, his situation should be described to the Society when the recommendation is submitted. As long as he has done what is legally required in filing his papers and the Immigration and Naturalization Service knows about him, then he may enjoy privileges of service even if the Immigration and Naturalization Service takes an extended period of time to process his papers.

We sincerely hope that the above information will be helpful to you. It is our privilege to be working along with you in attending to Kingdom interests entrusted to our care.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

[redacted] August 1, 1991

TO ALL CONGREGATIONS

Dear Brothers:

Some brothers have inquired about an emergency information card (or something similar) used in most states that is to be filled out by all parents or guardians who have children attending school. The card is written so as to require the parents to consent in advance to any required treatment which a licensed physician may deem necessary. The concern is that such treatment may include a blood transfusion.

We have been advised that the parents have the right to insert the words "except blood transfusions" anywhere indicated on the document, and that the parents should initial each of the added phrases. As proof of the amended authorization, parents should keep a copy in their personal file.

The school or hospital offices may complain and say that such changes entirely invalidate the authorization. This is not the case. School and hospital officials should know that an emergency in itself does not necessarily mean that a blood transfusion is required. Also, the conscience of the Christian parent may possibly allow for an acceptable type of nonblood management.

We hope this is of assistance to you. If problems occur with the adjusting of these emergency information cards, please do not hesitate to inform us. We use this occasion to send our warm Christian love and best wishes.

Your brothers in Jehovah's service,

Watchtower B. & T. Society
OF NEW YORK, INC.
Hospital Information Services

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

[redacted] September 16, 1991

TO ALL BODIES OF ELDERS IN THE UNITED STATES

C O N F I D E N T I A L

Dear Brothers:

Arrangements are progressing nicely for the upcoming Kingdom Ministry School, and we are now pleased to provide you with some additional **confidential** information and direction.

The Society has prepared a revised, hardcover Kingdom Ministry School textbook. Also, lapel cards are being provided for elders and ministerial servants for use as identification upon entry at the school location and during the course. Beginning October 6, the appropriate number of textbooks and lapel cards will be shipped to each congregation with its monthly literature order. Therefore, presiding overseers should instruct all of those caring for literature in the congregation **NOT** to open any literature cartons received during October or the first two weeks in November. Although the textbooks and lapel cards will be in a separate carton, in order to maintain confidentiality we will not mark this box differently from the rest of the congregation's literature shipment. Therefore, presiding overseers will need to open the literature cartons themselves until the carton with textbooks and lapel cards is found. Then this confidential material should be separated before anyone else sees the contents.

The presiding overseer should immediately give each elder a copy of the Kingdom Ministry School textbook. However, he should keep the lapel cards in a safe place until just before the Kingdom Ministry School. Then he should give the appropriate card to each elder and ministerial servant. This may prevent cards from being lost.

We would like to emphasize the importance of keeping these textbooks secured and confidential, both before and after they are distributed. The textbooks should not be left on tops of desks or in other places where they are easily accessible by family members or other individuals. The information is designed for use by the elders only, and other individuals should not have any opportunity to read the information.

If an elder has moved away and you have an extra textbook and lapel card, or for some other reason you have extra textbooks or lapel cards, the presiding overseer should give these textbooks to the circuit overseer. He should not send textbooks or lapel cards through the mail. If your circuit overseer is a considerable distance away, the presiding overseer may give him the textbook the next time he sees the circuit overseer.

Likewise, if for some reason you do not receive enough textbooks or lapel cards, please contact your circuit overseer for assistance.

We are providing the textbooks to elders in advance so that you will be able to read the book through before attending the school. You will want to concentrate particularly on these sections which will be considered specifically at the Kingdom Ministry School: Units 2(b), 4(b), 5(a), 5(b), and 5(c). In addition to your Kingdom Ministry School textbook, please remember to bring your Bible, Our Ministry book, Reasoning book, Insight (Volume 1), and some note paper. Please advise ministerial servants that they should review Chapters 7 and 10 of the Our Ministry book in advance of the Kingdom Ministry School.

The Governing Body would like for all the elders in each congregation to attend the school at the same time. This is not inflexible, however. If in an exceptional case an appointed elder or ministerial servant in your circuit is not able to attend with the elders and ministerial servants of his congregation, but he could attend at a different time or location, an adjustment may be made. (Please note the indication "-S" for schools in Spanish only.) His presiding overseer should provide him with a lapel card so that he will be able to enter the Kingdom Ministry School in the other location. If he attends the Kingdom Ministry School before other elders or ministerial servants in his congregation, he should be instructed to keep the information strictly confidential until after the other brothers from his congregation have attended the school.

Any brother appointed as an elder or ministerial servant in his congregation may attend the school. If new appointments are made, the presiding overseer should inform the circuit overseer of this so that the brother can receive the appropriate lapel card. If an elder or ministerial servant is in the process of transferring from one congregation to another and comes with a favorable recommendation from his former congregation, and if the circuit overseer has not yet served his new congregation since his move, then the circuit overseer should provide him with a card. If the circuit overseer has served the new congregation and the brother has been recommended for appointment to the Society, then the circuit overseer would also provide him with a card. However, if the circuit overseer has visited the new congregation since the brother moved in, and the body of elders did not recommend his appointment for some reason, then he would not attend the school.

We are looking forward to this special program of instruction, and we pray for Jehovah's rich blessing upon all the arrangements being made for the Kingdom Ministry School and upon your efforts to shepherd his flock in a fine way. We send you our warm love and Christian greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

October 15, 1991

TO ALL CONGREGATIONS

Dear Brothers:

This letter is provided for your use in connection with the following matter. With the annual supplies for your congregation, you received a quantity of a new, updated Medical Directive. At a Service Meeting in early January, a copy of the Medical Directive will be provided for each baptized Witness who is not disfellowshipped or disassociated. Prior to that distribution, the point should be made in the meeting that each Witness completing the document should do so as a voluntary expression of his or her solemn wishes. For the discussion in the meeting, review the comments about the use of the Medical Document in our letter of January 1, 1990.

Let us now provide information about completing the revised and improved document to be used starting in 1992.

**Advanced Medical Directive/Release:** This is the main part of the document. Under the title, in the first line of text, *PRINT* your legal name. Below, about midway down the text, are two short blanks. In the first write the number of years that you have been a dedicated Christian; write your age in the second blank.

In the bottom portion of this document are lines for your signature, address, and telephone number (with area code). Two adults should be present to observe you signing this document, and they then will sign below as legal witnesses. Since the last two lines are for the witnesses to your signature, you should not have elders or others sign without their having actually witnessed you signing the document. No additional information is needed about the two witnesses. But you should be sure you have filled in the date, your address, and telephone number (with area code).

**In Case of Emergency, Please Contact:** On the other side of the document are spaces for you to provide the name, telephone number (with area code), and address for two individuals who do not have to be present as you fill in this information. You can best decide who these should be, perhaps one will be a close relative who is one of Jehovah's Witnesses or who knows and will support your decision about blood. The alternate contact might be one of Jehovah's Witnesses who would not likely be with you in an accident and who thus could be contacted about your decision. Before you put any names on the card, you should have let these two know that you want to list them and gain their consent. Inform them as to your firmness about not having a blood transfusion under any circumstance. Make sure you do this before coming to the Service Meeting early in January at which time you will receive and complete the new, updated Medical Directive.

**Allergies ...:** The remaining three sections are for you to provide information that might be helpful to medical personnel, such as whether you are allergic or sensitive to penicillin, etc. If you have no major medical problems, nor are regularly taking any medications, you can leave one or more of these sections blank.

**Completing the document:** It is very important that you complete this document, preferably before you leave from the very meeting where you received it. Double check to see that all needed information is supplied, especially the date and the signatures. When you have done so, fold it first along the line of dashes running across the width of its face. Next fold it on the dashes above the words in red "NO BLOOD". By folding the document in this way it will be the same size as the card that was used in the past years.

You should then put the Medical Directive in your wallet or purse in a spot where it will be visible to any emergency personnel checking for your identity or for relevant information about treatment. Some authorities recommend keeping such a document with or near your driver's license, if you have such. The words "Medical Directive" should definitely be visible, and it is desirable to show the words "NO BLOOD" and the symbol below that. If you change wallets or purses, be sure to transfer this document so that you always have it with you.

**Identity Card:** As explained in our letter of January 1, 1990, unbaptized minor children can be given the Identity Card by their Witness parent(s). In a divided household, the Christian likely will want to discuss with his or her mate the value of a child's carrying the Identity Card; the mates may be able to reach a mutually agreeable decision on using it. In families with only one parent, only that person should fill out the card; no non-parent should sign it, as the card represents the wishes of the child's parent(s). When giving this card to a youth, the parent(s) ought to stress the value of carrying the Identity Card. This may be a good time to review the article "Walk as Instructed by Jehovah" in *The Watchtower* of June 15, 1991, especially pages 15-18.

Finally, all should bear in mind that these documents can serve their valuable purpose only if they are carried and available at all times.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

P.S. Please read this letter at the first Service Meeting in December. A week before the Service Meeting early in January, remind the congregation of the need to have the information on who to contact in case of emergency.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

December 2, 1991

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Child Custody Matters

Dear Brothers:

We wrote to you on July 1, 1989, concerning the area of child custody and visitation rights disputes. On page 5, under subheading G, entitled "Child Custody," we asked bodies of elders to provide the Society's Legal Department with specific information about proceedings concerning child custody or visitation rights litigation where our Christian beliefs are asserted to be harmful to the children's best interests.

We are writing again to ask for your continued cooperation in this matter due to increased apostate involvement in child custody and visitation rights proceedings. When a member of the congregation is involved in such a proceeding, we believe you should pointedly inquire of the Witness parent whether the beliefs of Jehovah's Witnesses are being challenged through the use of publications and/or "expert testimony." Please continue to inquire of the Witness parent about whether there may be such involvement until the proceeding has been concluded. In the event that you are informed by the Witness parent of such involvement, immediately telephone the Society's Legal Department about the information you have learned and for further direction.

We believe that this direction will be beneficial to our brothers who are facing a challenge to our beliefs in such proceedings. May Jehovah bless your efforts as you shepherd the flock of God in your care.—1 Peter 5:1-3.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

March 23, 1992

TO ALL BODIES OF ELDERS

Dear Brothers:

After the recent Kingdom Ministry School, the Society received many expressions of appreciation from you brothers for the fine instruction presented. Indeed, not only did the school remind us of the privilege we have as elders but it provided us with practical direction on how to care properly for our many responsibilities.

As elders, you certainly have much to do —keeping your families spiritually strong, studying and preparing for meetings, caring for judicial matters, working at assemblies and conventions. Some of you willingly expend yourselves in building and maintaining Kingdom Halls and even in doing construction work at Bethel or on branch projects. And all of this is in addition to your taking the lead in the field ministry.

Your work in shepherding God's people is also very much needed and deeply appreciated. (1 Pet. 5:1-3) We often receive reports of your hard work in giving spiritual encouragement and personal attention to the needs of individual members of the congregation, some of whom are experiencing very serious problems. This is true of many who have been victims of child abuse. They also need our loving understanding and help. Many of these, even after learning the truth, continue to suffer emotional scars and must cope with unhappy memories. The Kingdom Ministry School drew attention to some of the things that the Bible and the Society's publications show that you, as spiritual shepherds, can do to help such victims. We would like to review some of these points and others with you. We also hope to answer various questions that you have asked about meeting the needs of such victims of child abuse, particularly those sexually abused.

**HELPING VICTIMS OF CHILD ABUSE**

Many children who have been continually violated by adults grow up with severe emotional scars and certainly need much loving attention. Thus, you will want to be conscious of treating such victims of abuse with much thoughtfulness and kindness. (See *"Pay Attention to Yourselves and to All the Flock,"* page 17.) Such an attitude helps to assure the victim that you really care for him and that you are "like a hiding place from the wind and a place of concealment from the rainstorm." (Isa. 32:2) Like Jesus, we should be "tenderly compassionate."—Eph. 4:32.

One way you can show sincere interest is by being a good listener. James counseled: "Every man must be swift about hearing, slow about speaking." (Jas. 1:19) Further, Proverbs 21:13 says: "As for anyone stopping up his ear from the complaining cry of the lowly one, he himself also will call and not be answered." So as patient spiritual counselors, listen carefully when a victim's problem is being discussed. The October 1, 1983, issue of *The Watchtower,* on page 28, cautions against telling a sufferer who seeks assistance "just to forget" what occurred. Many have found great relief simply in talking with a sympathetic, nonjudgmental elder who can provide "the good word" of

encouragement. (Prov. 12:25) Though you may need to ask tactful questions to help the victim express matters, avoid probing unnecessarily or repeatedly into the details of the abuse, which can have a discouraging effect.

Many victims of abuse have learned to handle their emotional scars quite well, which is commendable. If the victim is leading a calm and peaceful life, then there is no need to dredge up memories that have been handled and put in the past. Others can be helped to put this problem to rest. On the other hand, there are still others, as described at Psalm 55: 17, who 'cannot but show concern and moan' over their turmoil. In such cases, it may be very difficult for them to heal completely. Still, we want to help such ones feel that there is hope. By reasoning on the Scriptures and strengthening the victim with words of consolation and encouragement, elders may be able to help such troubled ones put the bad experiences behind them.—Job 16:5; 1 Pet. 5:12.

**BALANCING YOUR RESPONSIBILITIES**

It must be recognized that the time you can spend in helping an abuse victim is limited. Therefore, this shepherding responsibility must be balanced with your other responsibilities, which include caring for the spiritual, emotional, and material needs of your own family and assisting those in the congregation who have other problems. In some cases an incest survivor wants more attention than you can give. So some elders have found it beneficial to put boundaries, or some limits, on the time they spend. Depending on the individual's need, it may take several visits to get the desired relief for the victim, if this is possible. If the individual approaches you looking for help at times when you cannot discuss the problem extensively, perhaps giving some brief words of encouragement assuring that one of Jehovah's love, reading an appropriate scripture, or offering a short prayer, will affirm to the sufferer your interest and willingness to help to the extent possible.

Sometimes abuse victims approach capable older sisters for help. It is understood that a sister should not be in the awkward position of trying to help in a situation that would appropriately be cared for by an elder, but the sister can give victims emotional support and encouragement as her circumstances and time allow. (See the March 15, 1990, issue of *The Watchtower,* page 28.) If the sister is approached by a child-abuse victim and endeavors to help her, she should periodically let the elders know what is being accomplished. If an abuse victim accuses a member of the Christian congregation of having molested her, then it would not be appropriate for a sister to become involved in this aspect of the matter. It is best for the victim to be assisted by the elders.

Just as good judgment is needed in selecting brothers to serve on a judicial committee, depending on what is involved, so, too, it would be wise to select among yourselves those best fitted to assist certain abuse victims. Since elders have varied abilities, some may be more effective than others in handling these cases. —Compare 1 Corinthians 12:4.

**WHAT ABOUT PROFESSIONAL THERAPY?**

There are times when an emotionally distressed Christian may seek professional help. Whether or not a brother or a sister pursues treatment from psychiatrists, psychologists, or therapists is a personal decision as long as the therapy does not conflict with Bible principles. (See *The Watchtower* of April 15, 1975, pages 255-6.) Potential problems may be avoided if a patient, or a companion, explains to the therapist the importance of the sufferer's religious beliefs.

Some medical professionals and therapists offer group therapy to those suffering from the effects of child abuse. While participating in group therapy by a professional therapist is a personal decision, there could be problems of revealing confidential facts about other

members of the Christian congregation during such therapy if a Christian does not exercise discretion. (See July 8, 1982, issue of *Awake!,* page 8.) Thus, elders can give cautions to their brothers and sisters, such as those outlined in the October 15, 1988, issue of *The Watchtower,* page 29, under the subheading "Talk Therapies." They can be helped to see that talking indiscriminately to others about child abuse may result in circulating damaging and harmful talk.—Prov. 17:9.

It must be recognized that elders as such are not mental-health professionals or therapists but are spiritual shepherds. (1 Pet. 5:2) Consequently, they should not conduct sessions where victims have come together for what some may view as group therapy. Nor should elders spend time reading secular publications dealing with worldly psychology or psychiatry. They should not take on a role similar to that of a professional therapist. Someone who has a serious mental or emotional illness may need professional help.

If a current case of child abuse comes to light in your congregation, elders should do what they can to protect children from further abuse. (See *"Pay Attention to Yourselves and to All the Flock,"* page 93.) How might this be accomplished? In the Addendum presented at the Kingdom Ministry School, direction was given that when elders receive reports of physical or sexual abuse of a child, they should contact the Society immediately for legal advice. Thereafter, if it is established that a member of the congregation is guilty of sexually abusing a child, a judicial committee would meet with this one, following theocratic procedures. If the person is not repentant over the gross sin, disfellowshipping action would be warranted. Additionally, elders can encourage parents to review the January 22, 1985, issue of *Awake!,* which provides suggestions on what they can do to protect their children from sexual abuse by anyone, inside or outside the family.—See also *Awake!* issues of June 22, 1982, and December 22, 1986.

Hopefully, the above direction will assist you brothers lovingly to help victims of abuse, as well as others in the congregation who face different problems. May Jehovah's rich blessing continue to be with you in carrying out your many responsibilities as shepherds of the flock. With this letter we send our warm Christian love and best wishes.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

P.S. The presiding overseer should arrange to read this letter to the body of elders. Thereafter, the secretary should place it in the congregation file. In the future if elders are called upon to assist a victim of child abuse, this letter should be reviewed by them.

A copy of the information "What Elders Can Say to Abuse Victims," which appears on the following page, may be made for each elder.

# WHAT ELDERS CAN SAY TO ABUSE VICTIMS

The apostle Paul said to "speak consolingly to the depressed souls." (1 Thess. 5:14) So, in line with James 5:13-15, elders want to use God's Word in helping victims to heal, as stressed in *The Watchtower* of April 1, 1990, pages 13 and 14, paragraphs 12-14, under the subheading "The Bible's Counsel—Uniquely Wise." In addition, becoming well acquainted with fine Bible-based articles in *The Watchtower* and *Awake!* is also vital. In fact, one of the reasons for the articles on sexual abuse in the October 8, 1991, issue of *Awake!* was to aid elders in giving more effective Scriptural assistance to abuse victims. The response, as described in the April 8, 1992, *Awake!,* shows how effective and acceptable these articles proved to be to the victims. The article "Help for the Victims of Incest" in the October 1, 1983, issue of *The Watchtower* explains that victims often are filled with shame, anger, and frequently an overwhelming sense of guilt because of such abuse. Thus, strive to help such ones see that they were not at fault; they were being victimized.

Help such ones to see that their worth as individuals is not diminished by the shameful way they were treated. The important thing is how Jehovah views them. By means of the ransom sacrifice, Jehovah purchased such ones with the "precious blood" of Jesus. (1 Pet. 1:19) Surely, if Jehovah paid such a price, he must love them dearly as he loves all who put their faith in that valuable shed blood. (John 3:16) Jehovah considers desirable all of the "great crowd," who have "washed their robes and made them white in the blood of the Lamb." Despite any past abuse, they now have a clean standing as God's friends and are assured that "God will wipe out every tear from their eyes." He is not insensitive to their suffering but will help them heal their emotional scars as they call upon him in faith. He guarantees to heal the wounds completely in the future. —Rev. 7:9, 14, 17; Isa. 65:17; Hag. 2:7; see "Will You Benefit From Undeserved Kindness?" in the February 15, 1990, issue of *The Watchtower.*

By earnest prayer and by considering upbuilding, wholesome things, the excelling 'peace of God will guard the heart and mental powers' of these ones. (Phil. 4:6-9) Remind them of the value of keeping their mind on maintaining fine works. When followed, this divine counsel can be most beneficial, enabling them to move forward and find joy. (Titus 3:8) When an individual fills his mind with the many lovable things in God's Word, he is strengthened and refreshed. (Ps. 19:7, 8, 14) Not only can this lessen the pain of any past abuse but it can also restore one's spiritual health.

In some instances, emotional pains of this nature simply have to be endured. Yet, such endurance produces "an approved condition." (Rom. 5:3-5) As "the Father of tender mercies and the God of all comfort," Jehovah promises to give us sufficient strength so that we are not overwhelmed by grief. (2 Cor. 1:3, 4) The apostle Paul contended with "a thorn in the flesh." Although this made it harder for him to carry out his ministry, he was able to endure faithfully with the strength provided by Jehovah. (2 Cor. 12:7-10) Today, too, a depressed person needs to keep as active as he can with field service, meeting attendance, and close association with the congregation.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

April 1, 1992

TO ALL BODIES OF ELDERS AND TRAVELING OVERSEERS

Dear Brothers:

**Re: Kingdom Hall Dedications**

There have been many new Kingdom Halls constructed recently, and in this connection questions have arisen as to the Society's policy with regard to Kingdom Hall dedication programs. The information to follow sets out some guidelines, which we believe will prove beneficial. Please file this letter with the other Society policy letters in your permanent file for future reference as needed.

**Speaker:** A Kingdom Hall dedication speaker from Bethel may be requested, but such requests should be directed in writing to the Teaching Committee of the Governing Body. If a Bethel speaker is requested, we will be pleased to consider your request and assign a brother who is on the approved Kingdom Hall dedication speaker list. It would be expected that the travel expenses for the speaker (and his wife if he is married and she is invited) would be covered by the congregation(s) involved with the dedication arrangements. Some congregations may find it more convenient to have the local circuit overseer or district overseer give the dedication talk if one of them is available for the date desired. If this is done, it should be understood that if the dedication is in a congregation other than the one being visited that week, it would not be appropriate to alter the visit to that congregation by rearranging meetings so that the traveling overseer could give a dedication talk in the congregation having the dedication program. Of course, if the traveling overseer giving the dedication talk wishes to take a week of vacation in connection with the Kingdom Hall dedication, there is no objection to that. However, the Society prefers that partial weeks of vacation not be used that would require the use of a substitute traveling overseer. Where a traveling overseer is available and has a part on the program, there is no need to invite a Bethel speaker to participate. This will make it more economical for the congregations.

There may be times when a Bethel speaker assigned to serve at a special assembly day program in a circuit would be available to give a Kingdom Hall dedication talk, especially if the congregation involved is located close to the assembly site. In some cases the Bethel speaker is scheduled to serve a special assembly day program on Saturday. This would leave him free to handle a Kingdom Hall dedication assignment on Sunday morning and then return to Brooklyn sometime Sunday afternoon. If the special assembly day program is on Sunday, then he has Saturday free for a Kingdom Hall dedication program. In some cases, even if he has a special assembly day program

on Saturday as well as Sunday, it may still be possible for him to give a Kingdom Hall dedication talk on Saturday evening if the congregation(s) involved have the program in the city where the assembly is held or if it is nearby. This would save considerable expense, especially where costs for travel from and to New York are involved.

**Program Format:** Once the details are worked out by the elders, the presiding overseer may correspond directly with the speaker assigned to give the dedication talk. Some helpful suggestions are herein provided:

1) The dedication talk should be given in the Kingdom Hall being dedicated. Thus, there would be no need for the congregation to rent a special auditorium for the dedication talk in order to accommodate a larger audience.

2) The Kingdom Hall dedication program may be held on either a Saturday or a Sunday. If held on Sunday, an abbreviated *Watchtower* Study should be arranged, similar to what is done during the visit of the circuit overseer.

3) If a slide presentation is included as part of the dedication program, it should not be too lengthy. It has been observed that on some occasions this portion of the dedication program could have been shorter and made more interesting and enjoyable to those in attendance. Including just a few of the main procedures in building the Kingdom Hall would be sufficient. Keep such slide presentations on a dignified level. The dedication program is an appropriate occasion for giving praise to Jehovah for his direction and blessing on the project and for advancing his worship in the community.

4) Where there is more than one language group using the same Kingdom Hall, a program in each language may be arranged if such is deemed necessary. Where it is decided to have the program in a language in addition to English and this other-language program is held first, the brother giving the dedication talk in this other language would dedicate the Kingdom Hall. The entire program may be repeated in the second language except that the speaker would not dedicate the Kingdom Hall or offer another dedication prayer during his talk, since it will already have been dedicated during the first-language program. In such a case, the second-language speaker would merely mention that the building was already dedicated, and no dedication prayer is given. In those cases where more than one language is involved, elders representing each congregation should meet together to work out the details for the program to be presented in two languages.

5) There appears to be no need to have a program of more than two-and-a-half hours in length. Generally, this length would allow for some local experiences in connection with construction, a history of the congregation(s) involved, and perhaps a slide showing of appropriate length if desired. Brief interviews of key brothers in the construction project may be included in one or more of these parts, and comments should be to the point.

6) More dual and multiple Kingdom Halls in one building are being constructed. In such cases only one dedication program is needed to cover all Kingdom Halls that are part of the one complex.

7) A tour of the new Kingdom Hall may be arranged before the dedication program. If felt appropriate, light snacks or refreshments may be served but not alcoholic beverages. Many brothers have found this to be a fine time to invite businessmen and officials in the community who may have become familiar with the building work and who may have expressed a desire to see the completed building. Specially selected tour guides may be assigned to escort such businessmen and officials and make their visit comfortable. Similar arrangements may be made for other guests when needed. These arrangements are generally scheduled for the morning or early afternoon, depending on the commencement of the dedication program.

**Renovated Kingdom Halls:** Questions have been received by the Society as to whether renovated Kingdom Halls should be dedicated. If only minor changes or renovation is involved, there is no need for such a program. Though there is no such thing as a rededication or reaffirmation, there may be circumstances where major renovations have taken place and the floor plan and general appearance of the Kingdom Hall have been greatly changed. Considerable restructuring may have taken place. Rest rooms, classrooms, the stage, and literature and magazine counters were perhaps changed or relocated. Such major changes have, in effect, made a new Kingdom Hall. In such cases a dedication program would be in order.

**Seating:** Congregations may need to limit the attendance so as not to exceed the number permitted by local fire laws. This can be done by controlling the number invited to attend. If more than one congregation is involved, some have found it convenient to limit attendance to the elders, ministerial servants, regular pioneers, and their families, and to those who have been baptized for a certain number of years, perhaps 10 or 20 years or more, depending on local circumstances. Some congregations also invite those who contributed much time, effort, or materials toward the construction work. Occasionally, local city officials permit the congregation(s) to set up loud speakers in the Kingdom Hall parking area so that overflow seating can be arranged. However, there is no need for any telephone tie-line to another Kingdom Hall or an auditorium nearby simply to provide more seating so that a larger audience may hear the program.

With continued growth being experienced in Jehovah's organization, there will certainly be a need for more Kingdom Halls. Therefore, we trust the information set out above will prove to be helpful to you in making decisions in connection with Kingdom Hall dedication programs. May all things take place decently and by arrangement so that Jehovah's name will continue to be respected and praised in your territory.—1 Cor. 10:31; 14:40.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.
For the Teaching Committee
of the Governing Body

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

April 16, 1992

TO ALL BODIES OF ELDERS

Dear Brothers:

As you may have noted in the December 8, 1991, *Awake!*, page 31, under the title "Is Eavesdropping Here to Stay?," it is not illegal for people to monitor cordless-telephone conversations. In fact, it has become the hobby of some to pick up signals from a variety of wireless communication devices. This would include wireless microphones used in Kingdom Halls and Assembly Halls. Since some persons are equipped to listen in from as far as 60 miles away, we feel there is a need for caution.

Normally, what is presented at our meetings and assemblies is not confidential. We want the public to attend. However, on occasion, meetings are held that are of a confidential nature. For instance, not long ago the Society sponsored a school for elders and ministerial servants. These meetings were confidential and intended only for those appointed as elders or ministerial servants. For such occasions cordless microphones should not be used.

The Society realizes that sometimes brothers will need to discuss something of a confidential nature between themselves over the telephone. As the *Awake!* magazine pointed out: "When your conversations are of a confidential nature, do not use wireless devices such as cordless telephones."

While there does not appear to be cause for great alarm, we feel it would be good to advise caution in the use of such wireless equipment when anything presented is of a confidential nature. Thank you for your continued assistance and shepherding of the congregation. We pray Jehovah's blessing on your efforts.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

May 5, 1992

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

For the past two years, congregations that rotate their meeting times have been doing so the first week of September. This has been most helpful to the Society in keeping accurate records. However, we have found that the month of September is extremely busy, since it is the beginning of a new service year. With this in mind, it is requested that the following be adhered to:

Congregations that rotate their meeting times should do so during the week of January 1 each year, rather than at other times during the year. How often this is done, yearly or otherwise, is for the local congregations to decide. If it seems best not to rotate, this too would be decided locally.

During December, full instructions about notifying the Society of meeting-time changes or address changes will be mailed to each congregation. If your Kingdom Hall address changes before January 1, please notify the Society.

Thank you for your cooperation and willing spirit in helping with this matter. (1 Cor. 14:40) We send our warm Christian love and best wishes.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

# WATCHTOWER

**BIBLE AND TRACT SOCIETY OF NEW YORK, INC.**

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600


June 15, 1992

TO ALL BODIES OF ELDERS

Re: Recommending appointment and deletion of elders and ministerial servants

Dear Brothers:

We have received questions on what procedure should be followed when elders or ministerial servants transfer to other congregations or when questions arise about their qualifications.

If elders or ministerial servants transfer to other congregations, the deletion from the former congregation and the appointment to the new congregation should be handled on the S-2 forms when the circuit overseer next visits the congregation. Please do not write the Society between visits of the circuit overseer regarding these transfers.

If a brother comes to your congregation with a favorable recommendation from the congregation where he last served, you may use him for parts on the Service Meeting, giving public talks, and so forth, unless there are questionable circumstances involved or other reasons why he should not be used. However, the brother would not function as an elder or a ministerial servant in an official capacity, attending meetings for elders or ministerial servants, serving on judicial committees, and so forth, until such time as he has been appointed by the Society in the new congregation. However, he may attend Kingdom Ministry School if one is held before he can be reappointed, providing he has a favorable recommendation from his previous congregation as well as from the elders in his present congregation.

If a body of elders decides not to recommend a departing brother, they should meet with him before he leaves so that he has a clear understanding of the views of the body of elders. This will help to avoid hurt feelings and problems.

When brothers transfer to another congregation at the Society's direction, the new congregation will be notified of any appointment(s) on an S-52 letter. Such appointments will go into effect as of the date of the letter.

If a brother feels, for personal reasons, he needs to resign as an elder or a ministerial servant, the elders should discuss the matter with the brother. Is he Scripturally disqualified? If his personal circumstances hinder him from doing what he would like, can the elders be of any assistance and encouragement? Until his circumstances change, perhaps they can lighten his load for a period

of time while he continues to serve. If, after this discussion, he still feels he should be deleted, then the Congregation Service Committee should write the Society and give sufficient information so that the reasons for resignation are clear. We will handle such cases promptly, sending back the Society's S-52 letter if the deletion is approved. No announcement of deletion should be made until an S-52 letter is received from the Society.

If a brother is guilty of serious wrongdoing that requires the formation of a judicial committee, he should be removed. A letter containing full information and signed by all three members of the Congregation Service Committee should be sent to the Society IMMEDIATELY explaining this. There would be no reason to wait for the S-52 letter from the Society before announcing his removal.

Sometimes, elders and ministerial servants become involved in problems that do not require forming a judicial committee, but their qualifications and example may be brought into question. In such cases, the matter can be considered at the circuit overseer's next visit. Do not be quick to recommend deletion unless there is a solid basis for doing so. It may be possible to assist the brother so that the reason for disqualification is removed and he can continue to serve.

However, if the matter is complicated and the elders feel they need the Society's further direction, please write. The Scriptural requirement that the brother fails to meet should be specifically noted in the letter. What has he done or failed to do that raises questions? When counseled, how did he react? Was he counseled on this matter in the past, and what was his response? Was his wrongdoing really so serious that it requires restricting his privileges? Possibly he just made a mistake, using poor judgment on an occasion. The congregation in general may still have respect for him and confidence in him as an elder or a ministerial servant. Perhaps the matter has not become widely known, if at all. If he realizes his action was unwise, has learned a good lesson, has a good attitude, and wants to improve, he may be retained. On the other hand, you may be unsure what to do because of the questions raised regarding his qualifications; in such a case, an announcement SHOULD NOT be made to the congregation. The elders should forward all the above information to the Society along with their recommendations. Also, state whether the elders discussed the matter with the brother and if he agrees he no longer qualifies Scripturally to serve. If he does not agree with the body of elders and wishes to express himself, please enclose his letter. We will weigh all the factors involved and reply without delay.

What factors should be considered when an elder is deleted or steps down from serving and later reaches out for privileges in the congregation? If the brother was guilty of wrongdoing requiring judicial reproof and this was the basis for his deletion or resignation, it would be best for him to serve first as a ministerial servant. This would serve as a stepping-stone for his qualifying for additional privileges of service and would help him regain the full

respect of the congregation. If he was deleted because of falling short of some other Scriptural requirement for elders and has since corrected the matter, or if he stepped aside because of health problems or to spend additional time in assisting his family, then it may be that at a later date he could be recommended as an elder, rather than serving first as a ministerial servant. There are some who resigned as elders possibly because of feeling they could not work well with the body of elders. If they now meet the qualifications and are again being considered for recommendation, they should have a good attitude, desiring to cooperate and work in unity with the body of elders. Much would depend on the circumstances and the amount of time that has passed as well as the good judgment of the body of elders making the recommendation. It is good to have in mind that there are fine brothers who served for many years but then were removed for reasons other than judicial reproof. These brothers should be viewed in a different light than those who were reproved. If they are qualified to teach and give reproof, and if they meet other Scriptural requirements set out in 1 Timothy 3:1-7 and Titus 1:5-9, they should not be held back from being recommended as elders.

Your handling matters as outlined above will be greatly appreciated by the Society and will allow for an orderly handling of matters. We send our warm Christian greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

# WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600


July 20, 1992

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

This is to clarify the Society's announcement in the August 1992 issue of *Our Kingdom Ministry* regarding individual requests for literature made directly to the Society. With some frequency the Society has received requests for literature by publishers as well as by those who are not Jehovah's Witnesses. In the past we have endeavored to fill these requests and to encourage those making them to seek further spiritual assistance through local congregations. Some individuals who have written inform us that the literature servant or the person studying with them directed them to write to the Society for literature, often for basic study items that should be in stock at the Kingdom Hall. Rising shipping and handling costs obligate us to curtail severely the degree to which we can continue honoring requests for literature.

As the recent announcement in *Our Kingdom Ministry* stated, the Society will no longer be filling requests for literature or subscriptions made by publishers. Since this service is no longer available, there is an even greater need to care promptly for requests made by publishers through the congregation literature servant and the brother handling subscriptions. It is a good idea to announce to the congregation when you plan to send a literature request to the Society.—*Watchtower Publications List*, ¶10.

Although it is not a widespread problem, from time to time the Society does receive correspondence from individuals who assert that their requests for literature made through the local congregation have not been cared for promptly. Obviously, these requests for literature should be included with the monthly requests made by each congregation. It is not necessary or advisable to send a supplemental literature request merely because a publisher is desirous of receiving a particular publication. However, as you can understand, it is discouraging for publishers to have to wait longer than needed merely because the literature servant forgot to include the request for a given item in the congregation's general request for literature or because the item was given to someone else owing to inaccurate records. The congregation secretary and literature servant will want to be particularly aware of the need to handle these requests in an orderly and timely fashion.

We are pleased to advise you that the Society will continue handling requests for literature made by those who are not yet Jehovah's Witnesses. It is our desire to do all that we can to help these individuals who are interested in learning more about the Kingdom hope. As

in the past, when the Society fills these magazine and literature requests, we will inform you of the request made and ask you to follow up the interest shown. If you find this person to be a publisher or regular associate, kindly remind him of the announcement in the August issue of *Our Kingdom Ministry* and the Society's instructions on obtaining literature through the congregation.

Notwithstanding our desire to help individuals who are interested in obtaining the Society's publications, not all requests for literature by interested individuals can be honored. At times the Society will inform these individuals that it would be better to request the item desired through local congregations. Accordingly, the literature servant will want to be mindful of requests for literature made by interested individuals. These requests, as in the case of those made by publishers, should be cared for as expeditiously as possible.

This further simplification will save the Society much work and unnecessary expense. We are confident that you brothers will help all to understand the need to adhere to the arrangement outlined above for obtaining literature.

We take this opportunity to send you our warm Christian love.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

[ There are no BOE Letters in the collection for 1993 ]

[ There are no BOE Letters in the collection for 1994 ]

WATCH TOWER
BIBLE AND TRACT SOCIETY OF PENNSYLVANIA
EXECUTIVE OFFICES
25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A.
PHONE (718) 625-3600

[redacted] January 2, 1995

TO ALL BODIES OF ELDERS

Dear Brothers:

Beginning with the district conventions in 1995 we will change the way individuals submit preliminary applications for Gilead School. Up until the present time the preliminary Gilead application form has been given to those interested at district conventions and they have filled in the information and returned them to the brother conducting the meeting at the district convention and in turn that brother has forwarded them to the Society. However, beginning with the 1995 district convention those interested in applying for Gilead School will be given the application to take home with them, along with a covering letter. They will fill in the information requested in the first half of the form and then will turn the application over to the congregation service committee in the congregation where they are assigned as pioneers. The congregation service committee then will fill in the lower half of the application, answering all of the questions propounded thereon. The application will then be sent to the circuit overseer, unless he is due to visit within a few weeks, in which case it will be held for his visit to the congregation. The circuit overseer will give his rating of the individual as requested on the form. If either the service committee of the congregation, or the circuit overseer wish to make additional comments that may be done on the reverse side of the application. The application should be promptly forwarded to the following address at the conclusion of the visit of the circuit overseer or by the circuit overseer if the applications are forwarded to him:

Watch Tower Bible and Tract Society
Attention: Service Committee of the Governing Body
25 Columbia Heights
Brooklyn, NY 11201

It is very important that these applications be given attention at the time of the visit of the circuit overseer, or be sent to him if his visit to the congregation is not scheduled in the near future, so that the applications can be sent to the Service Committee of the Governing Body and be duly processed so that Gilead classes can be formed. Please bear in mind that if you do NOT RECOMMEND the individual you should make it clear in your rating of the individual and in answering question No. 7 on the form. We want only those who are well qualified for the training and schooling provided at Gilead and who to the best of your knowledge will do well if given an assignment as a missionary in a foreign land.

Be assured of our love and best wishes.

Your brothers,

Watch Tower B. & T. Society
OF PENNSYLVANIA

FOR THE SERVICE COMMITTEE

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

HOSPITAL INFORMATION SERVICES PHONE (718) 625-3600
25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A.

January 3, 1995

TO ALL CONGREGATIONS

Dear Brothers:

Jehovah has richly blessed the efforts of his people to improve their relationship with the medical and legal communities. As a result, it is now much easier to get respectful, capable medical treatment. This has greatly relieved the anxieties that used to accompany our endeavors to maintain Christian integrity and 'abstain from blood.' This accomplishment is in many respects due to the work of our congregation elders and the elders on the Hospital Liaison Committees (HLCs). They have indeed been for us "like a hiding place from the wind and . . . like the shadow of a heavy crag in an exhausted land."—Acts 15:28, 29; Isa. 32:1, 2.

We now have 118 HLCs in the major cities here in the United States, and over 700 elders serve on these committees. More than 1,000 HLCs are functioning around the world, with the program now in operation in all 100 branches of the Society. This means that our brothers in 232 lands all have access to this arrangement. Our computerized listing of cooperative doctors shows more than 19,000 in the United States. The worldwide listing from all the branches reports more than 50,000 doctors working with us. Much of this progress is due to the fine presentations made by our HLCs to groups of doctors at leading hospitals all over the world. There are more than 40 hospitals in the United States and about 35 in other lands that now offer us a bloodless medicine and surgery program.

It seems appropriate, while sharing this good news with you, to remind you (1) of some vital things that you need to do when preparing to go to a hospital for health care, and (2) how you can, when you request their assistance, best cooperate with the HLCs and your local elders. Indeed, there are some things it is wise to do even before any such situation develops. A list of suggestions will now be read to you. It will later be posted on the information board, and you may make copies of it or ask the congregation secretary to make you a copy.

We hope the above information is of help to you as you show yourselves determined to uphold Jehovah's righteous law.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.
Hospital Information Services

Enclosure

## THINGS TO BE SURE TO DO WHEN YOU PREPARE TO CHECK INTO A HOSPITAL

Since no one can predict when he may be rushed to a hospital to save his life, or when a stay in a hospital for some supposedly "minor" matter may suddenly turn into a serious confrontation over the blood issue, then, it would be wise to:

—Always have your signed, witnessed, and updated Advance Medical Directive on your person. IT IS BEST NEVER TO CALL THIS A "BLOOD CARD"; some may misunderstand that expression.

—Let your elders know anytime you are entering a hospital for treatment.

—Talk to the doctor, the surgeon, and the anesthesiologist to make sure that they are willing to treat you without using blood. (Do not think that you can avoid such a discussion if you do not want blood.)

—Upon admission to the hospital, right away and without any hesitation identify yourself as one of Jehovah's Witnesses. If possible, have an elder accompany you to help you fill out needed documents stating your desire to be treated without blood. (Hospitals usually have forms for 'release from liability,' etc. If the hospital claims not to have these forms and you are in a dire emergency where treatment is being delayed or even denied, the elder accompanying you may, at your direction, call the HLC and have them bring or fax a form to the hospital.)

—Any hospital forms you sign should be very carefully read FIRST, so that you do not inadvertently give the hospital permission to use blood in some actual or pretended emergency. Their forms usually have a clause that nullifies everything you have said about not wanting blood. You have the legal right to cross out any such wording and write in what you want the form to say, initialing each such adjustment. Make a copy of that adjusted form for yourself in case any problems arise later. If someone tries to prevent you from adjusting the form, ask to speak to the hospital's administrator or its attorney. Do not delay in getting these forms properly filled out. (For details on the care of children, see the September 1992 Our Kingdom Ministry insert.)

As indicated above, you will find it in your best interests to communicate with the elders about your medical needs. If after their assessment it appears necessary to do so, they will, with your approval, call the HLC for help, perhaps to locate a cooperative doctor. Local elders understand that they are to assist you in these ways, so that you are not alone on any required follow-through. This is when you need their loving aid and encouragement to stand firm.—Eccl. 4:9, 10, 12.

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25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A.
PHONE (718) 625-3600

January 3, 1995

TO ALL BODIES OF ELDERS

Dear Brothers:

Along with the letter "To All Congregations" of January 3, 1995, we would like to set out in this letter **for elders only** some additional information that we feel will be helpful to you in looking after blood-transfusion matters and cooperating with the Hospital Liaison Committee (HLC) in your area.

**Information about the patient that you need before calling the HLC.** You will find with this letter a listing of information that experience shows will make the work of the HLCs most effective in behalf of the brothers. We suggest that you make copies to have with you at all times to serve as a reminder of what is needed. Please implement this suggestion right away.

**HLCs look after blood-transfusion matters only.** At times, Witnesses who are in a situation that does not involve a blood transfusion may want you to call the HLC for information on psychiatrists or various medications. They may ask for assistance to locate doctors who treat health problems that ordinarily do not utilize blood, such as Parkinson's disease. You can tactfully explain the limited scope of the HLC work. Please review the information at the top of page 22 in *"Pay Attention to Yourselves and to All the Flock"* to help you to do so.

**The HLC member list is only for the use of elders.** This list is not to be supplied to publishers, not to be posted on the information board at the Kingdom Hall, and not to be otherwise distributed at either the congregation or the circuit level. Unfortunately, we are still getting some reports, though fewer now, of elders giving the name and telephone number of an HLC member to a publisher who has a problem, leaving the publisher to follow through on his own. This practice is not looking after the flock as well as we wish. However, you may make *yourselves* several copies of this list so that you have one at home, at work, and at the Kingdom Hall or an assembly location.

**The HLC arrangement is only for baptized and unbaptized publishers and their children.** This is an area where we must be careful. Some non-Witness relatives have started out saying that they did not want blood, so Witness relatives got the help of the HLC without disclosing all the facts. But when pressure was applied by the medical staff or the patient's condition suddenly worsened, the patient gave in and took blood. This sends a wrong message to the hospital personnel, who then decide that Witnesses will compro-

mise under certain circumstances. Remember, the hospital staff does not distinguish between Witnesses and non-Witnesses the way we do. But imagine the great pressure to which the next Witness patient will be subjected as the staff tries to make him compromise! **So you must know the status of each patient and convey that accurately to your fellow elders on the HLC.** While we may be able to help to some extent, we must be most careful when dealing with non-Witness relatives, wayward ones, and new Bible students or return visits on whom only a few calls have been made. Such individuals should make it clear to the staff of the hospital that they are NOT Jehovah's Witnesses. Especially, though, must we proceed with caution when dealing with any who are disfellowshipped. Be sure to advise the HLC member of any cautionary circumstances. We may be able to assist the Witness marriage mate or Witness parents of the disfellowshipped person, but if we do, the hospital staff should be advised that this person is NOT one of Jehovah's Witnesses.

**HLCs and PVGs (Patient Visitation Groups) in a city do not replace local elders when it comes to visiting the sick at home or in the hospital.** All Christians have the responsibility to visit, encourage, and care for the sick. (Matt. 25:36) But elders have the greater responsibility in this feature of shepherding the flock of God. (Acts 20:28, 35; 1 Pet. 5:2-4) So do not conclude that HLCs or PVGs will look after this feature of your work. In the first place, we do not have HLCs or PVGs in all cities. Second, even in cities where they are located, HLCs only look after blood-transfusion matters, as mentioned above. Please review the material in *"Pay Attention to Yourselves and to All the Flock,"* pages 21, 22.

If in some critical emergency situation the HLC asks you to stay with the patient in the hospital because the doctors are threatening to give blood, do your best to cooperate. You may have to organize other elders and mature ones to assist you so that you always have someone present until the patient stabilizes and the threat of a blood transfusion has been eliminated. This will be a blessing to the brother or sister who is sick.

May Jehovah bless your endeavors thus to assist your brothers in a time of need. Aiding others to maintain integrity brings true joy. It indicates that we support Jehovah's law and hence his rightful sovereignty.—Ps. 19:7; Rev. 4:11.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.
Hospital Information Services

**[Please read and discuss this letter at your next elders' meeting.]**

## INFORMATION ABOUT THE PATIENT THAT YOU NEED BEFORE CALLING THE HLC

Before they can best help you and the publishers, any HLC member you call will need to know the following:

—The patient's or family's name and phone number

—The patient's or family's congregation and presiding overseer's name and phone number

—Whether the patient is an adult or a child and the person's age

—Whether the patient is baptized or not

—How strong the patient's determination is to refuse blood transfusions

—The exact medical problem of the patient (need for open-heart surgery, treatment for leukemia, treatment for problems due to premature birth, etc.)

—What treatment doctors are now using or proposing to give

—Some specifics on the patient's medical condition, such as hemoglobin count (blood count), or white blood cell count

—If possible, name(s) of doctor(s) involved and phone number of hospital

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

January 30, 1995

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

As announced in the January 1995 *Our Kingdom Ministry*, a special public talk will be given in all congregations on April 23, 1995. The title will be "False Religion's End Is Near." In conjunction with this talk, *Kingdom News* No. 34 will be released and a special campaign will focus on its wide distribution through May 14. It may be used after that time provided supplies are available. Various details relative to the campaign will be published in the April 1995 *Our Kingdom Ministry*. At this time, however, we would like to outline the following information.

Each congregation will receive a consignment of *Kingdom News* to distribute; there is no need to order these from the Society. When they are received, service overseers should ensure that literature cartons marked "*kn*34" are stored and left unopened until the time for release. The *Kingdom News* should be released on Sunday, April 23—not before. Before the meeting begins on that day, the service overseer should arrange for the literature servant and an assistant to quickly prepare stacks of 50 copies each. These brothers should be at the Kingdom Hall in advance to care for this responsibility. At that time, the elder selected to deliver the special talk may obtain one copy to display when announcing its release. After the *Watchtower* Study and concluding song and prayer, the *Kingdom News* will be available for distribution to the brothers and to the public. Pioneers and publishers may obtain a supply for use in the field ministry. Everyone should be encouraged to become familiar with this special message. Interested ones who are not yet publishers may take five copies to distribute among family members and friends. The *Kingdom News* will be provided, just as magazines and literature, under the simplified literature distribution arrangement.

Who will take part in this special activity? Every publisher will want to have a zealous share. There may be Bible students who have been associating with us and who may soon qualify to serve as unbaptized publishers. Similarly, there may be exemplary young people who have accompanied their parents in the ministry for some time. This special campaign would doubtless be an opportune time for them to share in the public ministry as unbaptized publishers, provided they qualify. An effort can also be made to encourage any dedicated individuals who have become inactive, yet who may attend congregation meetings, circuit assemblies, special assembly days, or district convention programs, to begin publishing once again.

If your congregation holds its regular Public Meeting on a day other than Sunday, the *Kingdom News* may be released at the Service Meeting on the week starting April 24. However, the publishers and pioneers should begin distributing it on Monday, April 24, whether it has been officially released in the congregation or not.

If your congregation will be attending a circuit assembly or a special assembly day program on the weekend of April 22 and 23, what then? Those congregations having a special assembly day program on Saturday, April 22, will arrange for the special public talk and *Watchtower* Study on Sunday, April 23, even though a *Watchtower* summary will have been considered the previous day. This is an exception to the normal arrangement.

For those congregations having a circuit assembly or a special assembly day program on Sunday, April 23, either the district overseer or the visiting speaker will release the *Kingdom News* at the close of the concluding talk that day. The service overseer should arrange for the publishers and pioneers to get a supply of *Kingdom News* at meetings for service the first few days of activity following April 23. Then, at the Service Meeting, they can get the balance or whatever they feel they can use of the allotment for each congregation publisher and pioneer. The special public talk, "False Religion's End Is Near," will be delivered the following week.

For those congregations having a circuit assembly or a special assembly day on April 23 and having the circuit overseer's visit the following week, namely, April 25 through April 30, the special talk will be postponed until May 7, 1995. Nevertheless, *Kingdom News* No. 34 will be released April 23 and its distribution will begin thereafter.

It is suggested that there be a meeting of the body of elders early in April to read this letter together and to discuss details of the special campaign. (Please see the April 1995 *Our Kingdom Ministry* insert, page 3, paragraph 5.) Encourage all congregation publishers and as many newly qualified unbaptized publishers as possible to have a share in this work. Congregation Book Study conductors will especially want to take the lead and help all in their group to participate fully.

The presiding overseer should give page 3 of this letter to the elder assigned to deliver the special public talk so that this announcement can be read to the congregation at the conclusion.

We are pleased to share this information with you, and we pray Jehovah's rich blessing upon this special campaign.

Your brothers,

Watchtower B.T.S. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

June 15, 1995

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

What a joy it is to see the activities of Jehovah's people worldwide increasing year by year. It is evident that we have been experiencing the fulfillment of Isaiah 60:22: "The little one himself will become a thousand, and the small one a mighty nation. I myself, Jehovah, shall speed it up in its own time." As a result of the continuous increase, there is a need for more Kingdom Halls and other facilities.

In the United States, as well as in many other western lands, the need for Kingdom Halls has been met to a great extent by the use of loans from the Society's Kingdom Hall Fund and by the operation of Regional Building Committees. The nearly 40,000 being baptized each year in this country represents hundreds of congregations, and plans for new Kingdom Halls are always in the process of being made. Since 1983, when the Society Kingdom Hall Fund was put into operation, financial assistance and loans from this fund have made it possible to construct 1,444 new Kingdom Halls. During the three-year period from 1992-94, 664 new Kingdom Halls were constructed, and 537 were remodeled. It is commendable that our brothers have kept supporting this arrangement, resulting in the advancement of true worship.—Isa. 54:3, 4.

As you are no doubt aware, property values have increased, especially in many large metropolitan areas. Costs for building materials and equipment have gone up, even though effort has been made to economize and to make the brothers aware of the need to be cost efficient. This is extremely important in view of the need for funds to be used wisely for Kingdom Hall construction not only in the United States but also in other countries. Developments in this field require that we take a closer look at expenditures as well as the entire field of Kingdom Hall construction and remodeling.

To help contain costs of constructing new Kingdom Halls, the Society recently developed a revised set of Kingdom Hall designs on CAD (computer-aided design/drafting), and these have been provided for use by Regional Building Committees in the United States. Considerable time was spent in developing these plans, and it is hoped that their use will reduce the cost of architectural drawings. The plans developed through the regional committees in the future will be based on these conventional designs. In the past, some congregations have paid out large sums of money, in some cases up to even tens of thousands of dollars, for plans from an architect. Using the Society-provided plans should help to reduce the cost of plans as well as the construction costs of the building, since the designs are modest. It would be good for all bodies of elders to use these designs as made available locally through your assigned Regional Building Committee as well as to respond readily to suggestions offered by the regional committee members to eliminate embellishments and other labor-intensive or expensive features in Kingdom Halls.

## FUNDS FOR NEW CONSTRUCTION AND RENOVATION PROJECTS

Whereas the increase in the number of publishers has been quite modest in the United States, there has been tremendous growth in South America, Africa, and Eastern Europe. Especially in lands where bans have recently been removed, we are facing problems because thousands of publishers are active and there is a need for branch facilities and there are only a few Kingdom Halls. Hence, the Society has been spending generous amounts of money to support Kingdom Hall construction in South America, Africa, Asia, and other parts of the world. This outlay of funds has been supplemented by support from many of the larger branches.

Funds for construction of new Kingdom Halls in the United States have been provided by the Society's Kingdom Hall Fund. This has been successful because of the generous contributions made to the fund; another factor is that congregations have been regular in repaying their loans. Renovation of Kingdom Halls has been financed generally by other funds of the Society. However, in view of the circumstances in many lands, consideration must be given to ways of providing more financial assistance where there are pressing needs. Therefore, it appears to be the time for moderation in planning for the remodeling of existing Halls and the construction of new Kingdom Halls in the United States so that it will be possible to channel more of the Society's funds into meeting critical needs in other countries. We would like to arrange that both remodeling and new construction be limited to what the Society's Kingdom Hall Fund can support each year. This will allow for more of the Society's other funds to be used in foreign countries. A considerable amount of money will still be made available to meet reasonable loan requests for both new construction and remodeling of Kingdom Halls in this country. Our aim is to economize on Kingdom Hall projects and possibly to delay some renovation projects for a while if there is insufficient money available in the Society Kingdom Hall Fund to care for approved loan applications. In this way other funds of the Society can be used to finance Kingdom Hall construction as well as to construct new branches in other lands. When other branches are able to help, they also give generous support to such projects.

## WHAT ELDERS CAN DO

What can you elders do to support this arrangement? For one thing, endeavor to keep your Kingdom Halls in good repair. Make good use of what you have by considering having an additional congregation use the present hall rather than immediately starting on a new project because a new congregation is formed. If distance, rate of growth, and other factors are favorable, having two or three congregations use a hall is a very economical use of the property. It may even be practical for four congregations to use a Kingdom Hall if their territory is nearby. Especially is this the case in areas in some large cities with excessively high property costs.

Carefully count the cost, and carefully weigh the need before rushing to remodel your Kingdom Hall. It is not necessary to bring it "up to standard" to the point of being comparable in appearance with recently constructed halls. It is not feasible to bring all older halls up to the standard of the newer ones. If a Kingdom Hall is in good repair and is meeting the needs of the brothers, remodeling may not be necessary. This applies even if the upholstery, the carpeting, or the decor of the Kingdom Hall does not look new or is of a style that is not now popular. As long as the building is well maintained, the

rest rooms are adequate and clean, and the hall is large enough to accommodate those attending, it may not be required to bring things up to code at the present time or to remodel extensively.

On the other hand, if, for example, the roof is leaking, then something needs to be done. If carpeting, upholstery, or other features of the Kingdom Hall do not properly represent a meeting place of Jehovah's organization, then some refurbishing needs to be done. The work should be kept to a modest level instead of making it an expensive project. Whether remodeling or doing new construction, keep in mind that saving $10,000 to $15,000 on any project could finance a new Kingdom Hall in a developing country where there is a great need. In some parts of the world, the equivalent of as little as $3,000 will provide an adequate Kingdom Hall. When congregations in the United States save by trimming costs, they, in effect, contribute toward providing needed halls for brothers in other countries.

Some have felt that their local need was so urgent that they have financed projects through banks or by means of private loans, even with higher interest rates. It has been our experience that within two or three years, as economic factors change, such congregations come to the Society for help in refinancing their loan. This places an additional burden on Society funds. If we limit new Kingdom Hall construction and renovation projects to what the Society's Kingdom Hall Fund can support each year, there will be less demand on other resources of the Society.

A fine principle was stated in paragraph 11 of the insert in the February 1992 *Our Kingdom Ministry:* "Even though a congregation may have accumulated funds sufficient to include extra features in its own Kingdom Hall without seeking a loan, consideration should be given to using conventional designs and to building modestly. This makes additional funds available for use in other theocratic endeavors."

Additionally, we do not want to impose unreasonable demands upon volunteers who have lovingly assisted with construction of Kingdom Halls. Perhaps by balancing things out, there may be a somewhat slower pace to the construction program in the United States. This may allow for some relief, so that those regularly volunteering for Kingdom Hall construction will have more time to handle theocratic responsibilities in the congregations and to take the lead in caring for their families.

In calling these matters to your attention, we feel that all concerned will cooperate in helping to manage properly the finances Jehovah makes available through the generosity of the brothers.

We pray for Jehovah's continued blessing and direction on all of our efforts to work for the advancement of Kingdom interests worldwide. Please be assured that your contributions are very much appreciated.

Please accept our warm love and best wishes.

Your brothers and fellow servants,

Watchtower B. & T. Society
OF NEW YORK, INC.

# WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600


[redacted]JULY 01, 1995

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

In an effort to provide the best service possible to all the congregations in the United States, we would like to inform you of a new procedure for handling your Literature Request Form (S-14). This new procedure involves the date your request should be submitted, and the use of a new preprinted envelope that will be provided by the Society.

All congregations, including those receiving shipments through one of the Literature Distribution Centers (LDC) of the Society, should mail their monthly requests on the date shown on the chart below and according to the instructions outlined in this letter. Up to this point the Society has used three dates for mailing. The new arrangement consists of four mailing dates. All the congregations in the United States will be affected by this change. Please make a note of the new mailing date for your congregation.

| **16th of each month** | **23rd of each month** | **2nd of each month** | **9th of each month** |
|---|---|---|---|
| Alaska | Alabama | Illinois | Connecticut |
| Bermuda | Arizona | Indiana | Delaware |
| California | Arkansas | Iowa | District of Columbia |
| Caribbean | Colorado | Kentucky | Florida |
| Idaho | Kansas | Michigan | Georgia |
| Nevada | Louisiana | Minnesota | Maine |
| Oregon | Mississippi | Missouri | Maryland |
| Washington | Montana | Ohio | Massachusetts |
| | Nebraska | Pennsylvania | New Hampshire |
| | New Mexico | West Virginia | New Jersey |
| | New York | Wisconsin | North Carolina |
| | North Dakota | | Rhode Island |
| | Oklahoma | | South Carolina |
| | South Dakota | | Vermont |
| | Tennessee | | Virginia |
| | Texas | | |
| | Utah | | |
| | Wyoming | | |

The above dates will go into affect with your September 1995 literature request. For example, congregations located in California will mail their request on September 16, 1995, instead of September 26, as under the previous arrangement.

We are happy to inform you that the Society will provide a preprinted envelope to be used to submit your monthly Literature Request Form (S-14). The envelope will be included as part of your annual service forms shipment, which you will receive for the new service year. Please begin to use the new envelope when submitting your congregation literature request for the month of September 1995.

The purpose of this envelope will be indicated on the front. *Only the S-14 form should be placed in this envelope.* Since the envelope will contain a bar code, your use of it will speed up the handling of your request by the post office. Using this arrangement will also facilitate faster routing of your request once it arrives in our offices. If you do not receive a supply of these envelopes before your September 1995 mailing date, please continue to use a regular business-size envelope addressed to:

WATCHTOWER
25 COLUMBIA HEIGHTS
BROOKLYN NY 11201-2483

• WHAT IF YOUR CONGREGATION IS IN ONE STATE AND THE LITERATURE DISTRIBUTION CENTER THAT YOU USE IS IN ANOTHER? --

The mailing date of the LDC becomes the mailing date of the congregations that are using it. Some congregations may be located close to the borderline of two States. In such cases, the date for submitting the Literature Request Form (S-14) should be governed by *the State of the Literature Distribution Center* rather than by the State that the congregation is in, or the location of the Kingdom Hall.

For example, congregations located in western New Jersey may use the Assembly Hall in Buckingham, Pennsylvania as their Literature Distribution Center. The mailing date for New Jersey is the 9th of each month. However, since the congregations pick up their literature in Pennsylvania, they should use the mailing date assigned to Pennsylvania, in this case it is the 2nd of each month.

• WOULD IT BE ADVANTAGEOUS TO COMBINE CORRESPONDENCE TO THE SOCIETY IN ONE ENVELOPE, SINCE SOME OF THE MAILING DATES ARE ONLY A FEW DAYS APART? --

No. We encourage all congregations to adhere *strictly* to each of the assigned mailing dates of the Society. As an example, monthly field service reports and contributions should be mailed by the sixth of each month, and subscriptions should be mailed weekly, using the appropriate envelopes provided. All Literature Request Forms should be mailed in the envelope provided as outlined above. These various mailings go to different departments and *should never be combined,* or held to be consolidated with another mailing.

Please do not use any of the preprinted envelopes provided by the Society for any reason other than their designated use. The orderly processing of these forms, and reports, depends upon the cooperation of each congregation. We thank you for your diligence in caring for these important matters in behalf of Kingdom interests.

Please be assured of our warm love and greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

c: All Traveling Overseers

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

July 17, 1995

TO ALL BODIES OF ELDERS

Dear Brothers:

As we read the inspired writings of the first-century governing body, we see clearly that they took an active interest in new Christian disciples, encouraging them to remain strong in faith. When planning his second missionary tour, the apostle Paul wanted to revisit newly-formed congregations 'to see how they were' spiritually. (Acts 15:36) Out of concern for God's household, the apostle Peter exhorted the older men to "shepherd the flock of God in [their] care . . . eagerly." (1 Pet. 5:2) Toward the end of his long life, the apostle John reflected: "No greater cause for thankfulness do I have than these things, that . . . my children go on walking in the truth."—3 John 4.

Today, Jehovah's visible organization is likewise interested in the strengthening of new ones, so that they will remain active and fruitful in the truth. (2 Pet. 1:8) To that end, elders have always been encouraged to become progressively familiar with the personal circumstances of each newly-associated individual in their midst. Before newly-interested ones take up the public ministry as unbaptized publishers, two elders meet with each Bible student and teacher. Later, elders participate in preparing new ones for baptism by reviewing with them elementary Bible teachings. They also include them in the regular shepherding of the congregation. With this letter, effective immediately, another arrangement is to be put into place whereby **one year after a new one is baptized,** two elders will sit down with him 'to see how he is' spiritually. If the new one is a youth, the parent(s) should be present.

As is outlined on page 42 of *Organized to Accomplish Our Ministry*, about three months after each visit of the circuit overseer, the body of elders is to meet to discuss matters related to the spiritual progress of the congregation. On these two occasions during the year, the congregation secretary should inform the elders of each congregation member who has passed the one-year mark after baptism. The presiding overseer will then make definite arrangements, assigning two elders, one of them being the new one's Congregation Book Study conductor, to meet with that one. The secretary will give the two elders information from the Congregation's Publisher Record card to help them determine any areas wherein the individual might make further improvement as a publisher of the good news, without being critical of what he has accomplished thus far.

The spirit of the meeting with the new one should be very warm and spiritual, encouraging him with the Scriptures. (Compare 2 Thessalonians 1:3-5; 2:15-17.) Discuss his

spiritual progress, and offer practical suggestions on such things as how he can continue in a good routine of personal study and daily Bible reading, faithful meeting attendance and participation, and weekly field service activity. (Phil. 3:16) Usually, counsel and/or suggestions on one or two of these points are sufficient. Warmly commend him and help him to feel truly appreciated as a real part of the congregation. The beneficial effect of this new arrangement will become obvious as these enjoy their second year of baptism, growing ever stronger in their dedicated relationship with Jehovah and gaining confidence in the congregation's older men, who stand ready to give them personal assistance.—Isa. 32:1, 2.

During each visit to the congregation, the circuit overseer will check to see that the elders are diligently following through with this new arrangement.

We find much joy in working alongside you in the happy work of serving Jehovah's people. Please accept our warm Christian love and best wishes for success in your ministry.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

August 1, 1995

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

We are pleased to outline below some guidelines that we hope will be helpful to you in protecting victims of child abuse and in dealing with a brother or sister in the congregation who has been guilty of sexually abusing a child.

When a member of the congregation is accused of child molestation, the elders should contact the Society's Legal Department immediately. Many states make it mandatory that elders report an accusation to the proper authorities but other states do not. In those states where such is required, oftentimes the parent, the guardian, or the accused person himself can do the reporting. In this way the confidentiality protected by ecclesiastical privilege is not violated. Still, whether or not the accusation is reported to the authorities, when it is established that a member of the congregation is guilty of child abuse, appropriate steps should be taken in keeping with initial direction from the Society's Legal Department.

Additionally, steps should be taken to protect the child, or other children, from further sexual abuse. Obviously, parents would be keenly interested in taking adequate precautions in this regard. Helpful information along these lines can be reviewed in the January 22, 1985, and October 8, 1993, issues of *Awake!* Loving elders, too, will want to act in a way that demonstrates their protective care, since the word "overseer" carries the thought of one who watches over, a guardian, a shepherd of the flock. (See *"Pay Attention to Yourselves and to All the Flock,"* pages 90 and 93.) Thus, they would want to take steps to protect a child abuse victim when a judicial committee determines that the child molester is repentant and will remain a member of the Christian congregation. The same concern would be shown when a pedophile is disfellowshipped and later cleans up his life and is reinstated.

It would be appropriate to talk very frankly to a former child abuser, strongly cautioning him as to the dangers of hugging or holding children on his lap and that he should never be in the presence of a child without another adult being present. This may prevent putting that one in the way of temptation or unfounded accusation. At the same time, it is good to remember that the Bible, at Matthew 12:31 and 1 Corinthians 6:9-11, shows it is possible for a person to stop his or her wrongful course, repent, and thereafter live in harmony with God's righteous standards. This is true of all wrongdoers—even a former child abuser.

While it is unscriptural to say that a former child abuser could never enjoy exemplary privileges of service in the congregation, certainly the elders will want to be very cautious, especially when one had repeatedly engaged in this kind of wrongdoing or had been disfellowshipped for such an offense. Before extending privileges, therefore, it is necessary that one would meet the qualification of having a fine testimony from individuals inside and outside the congregation. This means that he must have lived down the reproach which resulted from his wrongdoing. Generally, it will take a considerable number of years to achieve such irreprehensibility depending on the notoriety involved. So it would be up to the elders to determine whether such a one is extended privileges, taking into account all factors in each individual case. (1 Tim. 3:7) At any rate, this should never be done hastily. Considerable time should always pass before a former child abuser is used, if ever.

What if a former child abuser moves to another congregation? The Congregation's Publisher Record card(s) for that person should be sent to the new congregation, along with a letter of introduction. If he is under judicial restrictions, the committee in his former congregation should clearly and discreetly inform the elders in the new congregation about the problem, outlining the counsel given and the restrictions imposed and pointing out what they have been doing to monitor and assist him. Even if years have passed and the individual is no longer restricted but there is still some concern (as outlined in the preceding paragraph), the elders in the new congregation should be informed.

It is hoped that the above direction will help you brothers in handling matters in the congregation so as to protect victims and potential victims from child abuse, and at the same time, balance justice with mercy. With this letter we send our warm Christian love and greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

September 1, 1995

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

Up until now brothers interested in attending the Ministerial Training School could apply at circuit assembly programs by submitting a "Preliminary Ministerial Training School Application" (G-13) form. These applications were filled out and given to the district overseer conducting the meeting at the circuit assembly. He, in turn, would forward the completed preliminary applications to the Society.

However, beginning September 1, 1995, brothers interested in applying for the Ministerial Training School will be given an "Application for Admission" (G-8) form along with a covering letter instead of the preliminary application. The applicant will take this application home and fill it out. The application will then be turned over to the Congregation Service Committee. The service committee will fill in the remainder of the application, answering all the questions propounded on page four. The application should then be given to the circuit overseer for his review and consideration. If the circuit overseer is in agreement with the observations of the service committee, he will sign the form and send it to the Society. If for some reason the service committee or the circuit overseer does not recommend the individual for this training, the reason for coming to this conclusion should be explained clearly. If either the service committee or the circuit overseer wishes to make additional comments, these may be written out on a separate sheet of paper.

It is important that these applications be given thorough consideration by both the Congregation Service Committee and the circuit overseer. The service committee may hold on to the application in ancitipation of the visit of the circuit overseer provided it will only be a short time before he comes. However, if it will be some months before he comes to the congregation, the application should be sent to him wherever he may be serving.

If a brother chooses not to apply for the Ministerial Training School, please remind him to return the blank application to the Society. Be assured of our warm Christian love and best wishes.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

LEGAL DEPARTMENT
25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A.
PHONE (718) 625-3600
FAX (718) 797-3032

[redacted] September 20, 1995

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

With the November 15, 1994, letter from the Society's Legal Department to all congregations in the United States, you should have received a supply of 20 health-care power of attorney forms and question-and-answer folders. That letter explained that additional forms and folders could be obtained by either copying the forms and folders you received or by writing to the Legal Department.* We have now simplified the method of obtaining additional forms and folders.

Rather than requesting additional forms and folders from the Legal Department, congregations should make their *own* photocopies from the materials we initially sent you. The congregation secretary should make good quality 8½" x 11" **single-sided** copies for publishers who ask for these materials. This is a change from the November 15th letter which suggested that a photocopy business be used to "ensure exact reproduction of the format provided by the Society." In other words, you do not have to find a photocopy business to duplicate the Society's forms and folders in the double-sided, folder-type format initially provided; single-sided copies are fine. If you no longer have a supply of the forms and folders from which to make your own photocopies, you should request additional materials from the Society's Legal Department. Finally, we ask that the congregation secretary give one copy of the power-of-attorney form and question-and-answer folder to each member of the body of elders so that each will be able to provide a copy to any publisher who is admitted to the hospital but has not availed himself of this provision from the Society.

If you have questions about any of this or about the forms and folders we initially sent you, please contact the Society's Legal Department.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

* All congregations in California, Illinois, Kentucky, New Hampshire, and New Jersey should have already received a June 1, 1995, letter from the Legal Department. The June 1 letter, which included updated information due to changes in the law in these five states, should be read in conjunction with this letter.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

September 20, 1995

TO ALL BODIES OF ELDERS

Dear Brothers:

We continue to be interested in helping congregations organize their system of filing letters received from the Society. Presently the congregation's permanent file is divided into 12 basic categories. Often elders write the Society asking for direction on matters that have already been dealt with in various letters to congregations or bodies of elders. In addition, experience has shown that brothers have difficulty in deciding which of the 12 categories letters should be placed and then in accessing information contained in the letters.

We are pleased to provide an index that lists the Society's printed letters according to subject. This will allow for easy reference when letters are needed by elders. Also included is a list of the letters that should be kept in the permanent file. In view of this adjustment, it will be necessary for you to reorganize your letters by putting them in date order for quick reference. Any letters not on the enclosed list can be kept in another file. That file can be arranged according to the judgment of the elders. Some may wish to maintain that secondary file in the 12 categories formerly used.

Printed letters that you receive from the Society throughout the year can be placed in your permanent file in date order. Letters that are not of a permanent nature, such as letters dealing with the district conventions, the annual pioneer meeting, and unassigned territory, can be placed in your secondary file. Periodically, the Society will issue an updated index.

During this reorganization of your filing system, you may find that some letters are missing from your file. As you know, it is not permissible to copy letters from the Society. At this time, however, an exception is being made for the purpose of completing your permanent file. If you are missing a letter, or letters, please check with a neighboring congregation to see if you can make **JUST ONE** copy for your files. No other copies should be made. If you are not able to obtain missing letters from a neighboring congregation, ask your circuit overseer for copies of these letters during his next visit with your congregation. Of course, you will want to promptly return the letter you have borrowed so that it is not lost. Please note that the Society is not in a position to supply printed letters that are missing from congregation files. Also, please be reminded that neither Society letters nor the Index itself should be put into computers, either by direct entry or by scanners.

We wish to offer the following **caution**. There are many older letters that are referred to in this index. In some cases a few of these older letters may contain just one or two policy matters that currently apply. The other points in the letter may have been revised. Thus, it may be that while researching a specific point in one of the Society's older letters, you notice other

policy matters that may or may not still apply. Therefore, exercise care in using these older policy directives. If these points of policy are not referred to in the "Index to Society Letters," please verify that this information still represents the current way of handling matters by referring to the *Watchtower Publications Index,* Kingdom Ministry School textbook, and so forth.

At this point we might add that all congregation files and records should be kept locked in a safe and secure place. If the Kingdom Hall is in any way vulnerable, then such records may be kept in the home of a responsible elder, such as the secretary, under lock and key to prevent unauthorized entry.

It is our hope that this arrangement will be helpful to you in locating direction that has been given by the Society on various matters. We appreciate the efforts you brothers put forth in looking after the flock. We are glad to send a warm expression of our Christian greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

cc: Traveling overseers

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

October 2, 1995

TO ALL BODIES OF ELDERS

Dear Brothers:

The yeartext for the past service year encouraged all in the congregation to "be harmoniously joined together in love." (Col. 2:2) You have done, and continue to do, much to promote a spirit of love among the brothers by the unselfish interest you manifest toward all in the congregation. Among those who very much need and appreciate your loving attention are the regular pioneers.—Prov. 27:23; Isa. 32:1, 2.

Life in this system is getting harder for everyone. Yet, pioneers put forth extra effort in behalf of Kingdom interests. They encounter additional hardships that can be discouraging and may result in their having to discontinue regular pioneer service. Thus, to provide greater care for the pioneers, the Society is making some adjustments that should prove to be beneficial to all.

Up until now, at the end of each service year, the elders reported the total number of hours for each pioneer on the back of the annual S-10 form and then provided comments to the Society regarding those who had failed to meet the hour requirement. This helped the elders to see who needed extra attention and which ones needed to discontinue regular pioneer service to care for other matters. However, often the problems experienced by the pioneers occurred during the service year and not just at the end of it. Is there more that can be done to assist the pioneers throughout the year?

When problems arise that limit what a pioneer is able to do in the ministry, it would be good for the elders to assist him at that time. What can be done to help the pioneer to overcome the problem? Can he make adjustments to improve his schedule for service? Can others in the congregation provide needed assistance? Would the arrangement for showing pioneers consideration discussed in the insert of the August 1986 *Our Kingdom Ministry* be applicable? Might it be better for the pioneer to discontinue regular pioneer service temporarily until the problem is resolved? We would like to see the pioneer continue if at all possible. However, at times it may be more appropriate that he discontinue regular pioneer service until his situation improves. Perhaps the pioneer has a serious health problem. Would temporarily going off the list allow him to recuperate and alleviate the stress caused by being far behind in his time? Often, though, it is difficult to determine just how long a problem may last. The adjustment outlined below should prove to be of assistance.

When the circuit overseer visits the congregation, he will take special note of the activity of the pioneers. From his reviewing of the records and his talking with the elders, the circuit

overseer will see who is experiencing difficulties, and he will put forth a special effort to encourage such ones. During his visit, he will especially try to work personally with those having difficulties or those needing more training in the ministry. He will offer commendation and loving suggestions on how their problems might be overcome or how they might be more effective in the ministry. The service overseer may be asked to join him in discussing matters with a pioneer who is having some temporary problems that limit his service. During the elders' meeting later in the week, the circuit overseer will review what he has done and how the elders might follow through to assist pioneers needing further help. The elders will want to follow through diligently, helping the pioneer to make improvement and thus to find greater joy in his ministry.

If it is evident after help has been offered to a pioneer over a reasonable period of time that his circumstances will not permit him to fulfill the requirements, then the circuit overseer and a member of the service committee, preferably the service overseer, will meet and discuss the matter further with the pioneer. Appreciation should be expressed for the pioneer's work and sincere efforts. They will kindly reason with him as to why they are recommending his discontinuing as a regular pioneer. They may explain that, at least for the present, it seems best that he concentrate on being a good publisher, perhaps auxiliary pioneering from time to time. The circuit overseer will then submit the S-206 form to the Society.

As you can see from the above, the Society is asking the circuit overseer to take a more active role with regard to the regular pioneers. We feel this will help to provide better assistance on a more timely basis. With this adjustment, we would also like to encourage *all the elders* to become more actively involved with the pioneers. Rather than waiting for certain times of the year to review the pioneers' activity, it would be good to provide ongoing assistance. Hopefully this adjusted arrangement will help many more pioneers to continue on the pioneer list. Thus, with this adjustment, it is no longer necessary to list the pioneers on the back of the annual S-10 form or to send a letter to the Society providing reasons why the pioneers failed to meet their hour requirement.

We appreciate that increased pressures and the cost of living make it more and more difficult for pioneers to meet their hour requirement. It is important, however, to maintain a high standard for those in regular pioneer service. Therefore, it is vital that the elders take a personal interest in the pioneers and do as much as they can to provide assistance. Help them to improve the quality of their teaching. Provide refreshing commendation so that they may avoid becoming discouraged. We are confident that you brothers appreciate the good work the pioneers do and are glad to be able to care for their needs. With you, we look forward to even greater increases in the coming year. We take this opportunity to assure you of our warm brotherly affection and best wishes.

Your brothers,

Watchtower B. & T. Society

OF NEW YORK, INC.

WATCH TOWER
BIBLE AND TRACT SOCIETY OF PENNSYLVANIA

OFFICE OF THE SECRETARY AND TREASURER
25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A.
PHONE (718) 625-3600

November 1, 1995

# INFORMATION REGARDING OWNERSHIP OF KINGDOM HALLS

[1] The headquarters and place of congregational assembly of each congregation of Jehovah's Witnesses is its Kingdom Hall. Many congregations rent their Kingdom Hall facilities. Others own their own Kingdom Hall property. The Society does not decide if a local congregation should or should not own its own Kingdom Hall. This is a matter that should be decided by the local congregation. Our purpose here is to answer questions that many congregations ask for the sake of congregations of Jehovah's Witnesses who have decided they wish to own Kingdom Hall property and who inquire as to the manner in which they may best take title or hold ownership of the Kingdom Hall land and building.

## PRECAUTIONS NECESSARY BEFORE TAKING TITLE

[2] Once determination is made to acquire property and a resolution is passed by the congregation approving the same, careful consideration should be given to potential environmental hazards, local zoning regulations and building codes and their application to the property before a commitment to purchase is made. It should be determined whether zoning regulations permit use of the property for a church or place of worship. Also, the deed records should be examined to see whether there are any restrictive covenants running with the property making it impossible to use it as a Kingdom Hall. Even if the property is restricted to church use only, this may make it unacceptable, since persons may be unwilling to loan money for the purpose of purchase or construction on such property, and also such restriction may prevent the sale of the property should the congregation wish to sell at some later time. Building codes should be studied to determine the type, style, placement, and possible minimum cost of building permitted to be constructed. Requirements for off-street parking should be looked into. A brother should obtain a copy of the local regulations. These regulations can be acquired from the local zoning department or building department. These free services should be utilized before taking the matter to a local attorney for assistance.

## TAKING TITLE

[3] It is improper for any congregation to acquire title to Kingdom Hall property in the name of the Society. Only in the event of specific instructions from the Society should such property be deeded to Watchtower Bible and Tract Society of New York, Inc., Watch Tower Bible and Tract Society of Pennsylvania, or International Bible Students Association. Otherwise, the Society does not desire to take title to Kingdom Halls or permit Kingdom Halls to be registered in the name of the Society.

[4] Title to property bought for the congregation should not be held in the name of one of the overseers or other ministers in the congregation.

[5] Congregations operate as unincorporated associations. In many states an unincorporated association cannot hold title to real property and therefore there is a need for a trusteeship or incorporated entity. In those locations where title insurance is obtained, please be advised that a subsequent transfer of title, perhaps to another congregation when you depart to build or use another Kingdom Hall, may result in loss of title insurance coverage.

## TWO WAYS TO TAKE TITLE

[6] Generally speaking, there are two ways by which title can be taken by a congregation: (1) trustees in behalf of the congregation and (2) a corporation formed by the congregation. Our comments are general and there are considerable variations from state to state, which, in some cases, may make one arrangement more desirable than the other due to the state laws. Your own attorney can assist you in your discussion of the best procedures.

[7] A contract to purchase real property or a deed to trustees or to a corporation cannot be made until the trustees have been properly appointed or the corporation has been legally formed.

## THE TRUSTEE ARRANGEMENT

[8] In the event the congregation decides to have trustees hold property for it, the trustees must be appointed by the congregation. This is accomplished by a resolution being made and passed by the congregation appointing three persons as trustees. In selecting trustees, mature ministers who are not likely to move away from the community should be chosen. It is desirable, although not necessary, to appoint overseers or ministerial servants of the congregation to act as trustees. In the event an overseer or ministerial servant who has been appointed a trustee is replaced in his office of elder or as ministerial servant, it will not be necessary to replace him as trustee unless he moves away, is disfellowshipped, or becomes inactive.

[9] When trustees have been appointed the deed can be made to the named and appointed trustees, followed by the recital: "as trustees for the (name of the congregation)." In the deed a paragraph should be inserted authorizing the congregation to appoint a substitute trustee to act in the place of any trustee who may die, resign, or become disqualified to act as trustee. The declaration of trust signed by trustees should include language recognizing the authority of the congregation to replace trustees. This language should also be included in the certificate of appointment of trustees signed by the Congregation Service Committee.

[10] When it becomes necessary to appoint a substitute trustee, he should be appointed by resolution duly adopted by the congregation. When a substitute trustee is appointed, it is advisable to have a certified or notarized copy of the resolution appointing a substitute trustee kept with the deed. The substitute trustee need not record anything, but when the property is conveyed it will be necessary to have the certified resolutions indicating who the current trustees are. This is in order to keep the title records straight and avoid complications.

[11] Consult with your attorney as to the language to be used in the appointment of trustees and in the appointment of substitute trustees if such substitution becomes necessary. Have your attorney advise if anything needs to be recorded in the land records when a trustee is changed.

[12] Everyone who is appointed a trustee or substitute trustee should sign a formally written legal document, a declaration of trust, before a notary public showing that he takes title to the property as a trustee and that he has no personal right, title, or interest in and to the property conveyed to him. It should be recited that neither his estate nor heirs have any interest in and to the property when the trustee or substitute trustee dies. This need not be recorded but should be carefully kept in the congregation's records. Your attorney handling the interests of the congregation in respect to the property can guide you in respect to the language of the declaration of trust so that the congregation will be fully protected legally under the laws of your locality. If you choose to hold title to the Kingdom Hall by the trustee arrangement, you should contact the Legal Department which has prepared sample documents for the trustee arrangements. Once you obtain these documents, you should notify the Regional Building Committee which may be able to assist you to locate a qualified local attorney.

## INCORPORATION

[13] The procedure for the formation of a corporation differs in each state. You will need the services of a local attorney in forming a corporation. He will probably advise you that it should be created under the religious or nonprofit laws of the state where the congregation is

situated. If he does not so advise you, let us know, informing us of the reason why he recommends otherwise or have him explain the situation to us.

14 As to the name of the corporation, it should be the same as the congregation's name.

15 The procedure that is required for the formation of a corporation is that a charter or articles of incorporation are properly prepared by an attorney and filed in the office of the appropriate public official in the state where the congregation is situated. The corporation is not created unless and until the charter or articles of incorporation are approved and filed in the office of the secretary of state or recorded in the county clerk's office, where required.

16 Since the purpose of the congregation in forming a corporation is to hold title to Kingdom Hall property, the charter or articles of incorporation should specifically state the purpose to acquire and hold title to real estate as a meeting place and place of worship for the local congregation of Jehovah's Witnesses. It may also include the right to accept gifts and bequests of personal and real property, and to mortgage its property. If the corporation laws require that the articles of incorporation designate an organization to receive the assets of the corporation in the event of dissolution name: Watchtower Bible and Tract Society of New York, Inc.

17 After the articles of incorporation or charter have been filed, bylaws prepared by your lawyer may also be necessary, and if they are required in your state for a corporation such as you form, they should be adopted by the corporation. Find out from your attorney if they are necessary.

18 The corporation may not hold title to Kingdom Hall property of another congregation even upon the request of the other congregation, unless with specific approval of the Society. It is preferable that each congregation hold title to its property in its own name, except where two or more congregations share the same Kingdom Hall. In such a case the corporation will be the instrument of only one of the congregations, preferably the one holding the territory, although not absolutely necessary, as long as the congregation having the title-holding corporation also shares the use of the Kingdom Hall.

19 If you choose to incorporate, you may contact the Legal Department which has prepared sample articles of incorporation or charters, as well as bylaws for your state. Once you obtain these documents, you should notify the Regional Building Committee which may be able to assist you to locate a qualified local attorney who is experienced in formation of corporations in your state. Use of these samples will reduce the attorney's work.

## FINANCING THE KINGDOM HALL

20 Financing the purchase or construction of a Kingdom Hall is the responsibility of all the congregation. Before final plans for a Kingdom Hall are made, the congregation should determine how much money can be contributed by all in the congregation to pay for the Kingdom Hall. If donations are not sufficient, determine how much must be borrowed and what size loan, payable in monthly installments, the congregation can reasonably bear. Therefore it should be determined: (1) how much money can be raised by outright contributions from the members of the congregation, (2) how much can be raised by loans from members of the congregation, (3) how much will be necessary and advisable to borrow elsewhere and (4) how much the congregation can and will pay monthly to retire all loans. To determine this, slips of paper can be distributed, giving everyone the privilege and opportunity to indicate the amounts.

21 Promissory notes can be given to the members of the congregation who loan money. These unsecured notes can be executed by the Congregation Service Committee as the congregation's promise to pay.

22 If the congregation is unable, through diligence, to finance entirely within the congregation, it may request a Kingdom Hall Loan Survey (Form S-83) from the Regional Building Committee. It is important that there be evidence of local support of the Kingdom Hall project in order to assist the Society in approving financial assistance.

## APPLY FOR EXEMPTION FROM TAXES

23 Almost every state provides for the exemption from the payment of taxes on real property used for a meeting place or place of worship by a congregation. Application for exemption must be made in the time and manner provided for by local law and practice. Inquire at the office of your local tax assessor or tax collector. In some few states the law does not allow for exemption unless the property is owned by a corporation. Also, if part of the property is rented exemption may not be granted, but the application can be made for exemption from taxes on the part used by the congregation. The law usually allows a minister, or a caretaker, to reside on the premises without affecting the exemption if no rent is charged. Ask your local tax assessor. You may wish to have your attorney handle the matter for the congregation. Even after tax exemption has been obtained, check yearly with the taxing authorities to make sure the Kingdom Hall property is still exempt and no assessments have been levied.

24 If the congregation decides to make housing available to its ministers, we recommend the congregation limit the housing to full-time ministers, preferably elders, of the congregation regularly using the Kingdom Hall. There should be no written or oral obligation to pay rent in exchange for the housing. Contributions to the congregation are acceptable but should be voluntary and in no way related to the housing available to members of the congregation. All occupants should clearly understand that no rent is paid in exchange for the housing. This understanding points to the need to select occupants with a high level of spirituality who appreciate this arrangement. Under this arrangement no income is earned on property renovated or acquired through a debt to your lender.

## RELATIONSHIP BETWEEN CONGREGATION AND TITLEHOLDERS

25 The titleholders (either trustees or a corporation) have the same relationship to the congregation as any other instrument, equipment, or property necessary to carry out the work of the congregation. All such instruments or tools are used to serve the congregation in harmony with the theocratic arrangement.

26 The mere fact that a legal corporation or trustee arrangement has been made does not mean that a separate organization has been formed that can function separately and apart from the congregation and be used to guide and direct its policies. The titleholders are merely special servants of the congregation in whom is vested legal title to the Kingdom Hall. Titleholders as such do not act as a part of the congregation service committee to operate the Kingdom Hall or run the business of the congregation. They have absolutely nothing to do with the use to be made of the property and cannot determine who is going to live on the property or what kind of work is to be done in it.

27 The operation of the Kingdom Hall, making of repairs and improvements, payment of expenses and obligations and all other business in connection with owning and maintaining the property are all under the direction of the theocratic organization through the elders and ministerial servants appointed through the Society. Consult the counsel and instructions provided by the Society for guidance in matters of service and organization. If there are legal functions that the titleholders need to perform, they should act in harmony and willing cooperation with the congregation service committee.

28 Payments for expenses, maintenance, notes, and all other obligations incurred as the result of the ownership and maintenance of the Kingdom Hall are to be paid out of the congregation's funds, contributed in the regular way. In actual practice the corporation (if one is used) will never have any funds, since all money belongs to the congregation and is to be placed in the regular congregation bank account opened as an unincorporated association even though the congregation has a corporation for title-holding purposes.

29 It should be understood that any brothers who contribute or loan large or small sums of money for the acquisition and maintenance of the Kingdom Hall do not have any voice in its management, other than as members of the congregation. Brothers who loan money have the right to expect the payment of their indebtedness and good business management. If a corporation is used the officers are not paid any salary, but they, as any other member of the congregation, are entitled only to be reimbursed for expenses authorized by the congregation.

If any congregation contemplating the ownership of its Kingdom Hall property has further questions after carefully considering the foregoing, it should feel free to write fully to the Society for additional information that may be needed. We are very much interested in your efforts to have good Kingdom Hall facilities.

Watch Tower B. & T. Society
OF PENNSYLVANIA

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

November 6, 1995

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Questions Concerning Immigration or Naturalization

Dear Brothers:

As world conditions continue to deteriorate, it is understandable that some in the Christian congregation begin to consider migration as a means to alleviate physical hardship. When publishers seek advice concerning immigration laws, it is good to remember that an elder's comments should be limited to spiritual issues.—See *Awake!* of February 22, 1994, pp. 25-7; April 22, 1993, pp. 17-19; and May 8, 1992, pp. 3-12.

From time to time the Society receives inquiries from publishers in the United States who are considering naturalization. Whether one should apply for United States citizenship or not is entirely a personal decision. Each individual must make his or her own final decision. A factor to consider is whether the naturalization law may require one to violate his conscience or Bible principles. The Society's publications in the past have commented on the general topics of oaths and citizenship. Sufficient information to assist one who is making a decision on citizenship is provided by examining these topics in the *Watch Tower Publications Indexes*.—See *Awake!* of July 22, 1975, pp. 27-8, and *The Watchtower* of January 15, 1973, pp. 62-3.

If publishers approach you with questions regarding immigration and naturalization, you may inform them that this is entirely a personal matter that does not involve the Society or the local congregation. When you are questioned or your assistance is requested in this purely personal matter, it is best to suggest that the individual seek an attorney that specializes in immigration matters. You may help the publisher to realize that it is not necessary to be a citizen to be baptized or to preach the good news of the Kingdom. Publishers can be helped to see that regardless of the nation in which Jehovah's Witnesses are citizens or the part of the earth in which they happen to live, Jehovah is capable of protecting all those who serve him.

At times, members of the congregation who are pursuing citizenship may be asked by the Immigration and Naturalization Service to have their local congregation provide a letter confirming their status as one of Jehovah's Witnesses. Whether a body of elders will provide such a letter of good standing is left to the discretion of each body of elders handling the matter.

Each body will want to consider seriously whether providing such a letter is appropriate in light of the individual's standing in the congregation. Since the local body of elders is in the best position to decide whether such a letter should be provided, the Society will not involve itself in determinations of this nature.

If the body determines that a letter of identification is appropriate, a brief letter could be provided concerning a publisher's standing in the congregation. The enclosed sample is an example of what you may provide. Any embellishment or elaboration of this letter is not permissible.

Additionally, local immigration authorities may ask the applicant to obtain a letter from their "church" outlining the beliefs of Jehovah's Witnesses and/or the local congregation respecting the bearing of arms. **Please DO NOT COMMENT on that subject in any correspondence with governmental authorities. Any such letter may be written by the individual applying for citizenship regarding his or her personal beliefs on neutrality.** It may be that the publisher is told that their application will be denied without said letter. This is the risk they take in pursuing citizenship. The congregation is organized to advance Kingdom interests and not to involve itself in an individual's personal pursuit of citizenship. The congregation cannot comment on matters of personal individual conscience.

We trust the above information clarifies and simplifies this matter. Please receive a warm expression of our Christian love and appreciation for the work you are accomplishing in behalf of our brothers.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Enclosure

(CONGREGATION LETTERHEAD)

(Current date)

TO WHOM IT MAY CONCERN:

Re: (Name of publisher)

This letter is to inform you that (name of publisher) is a member of the (name of congregation) of Jehovah's Witnesses and has been associated with this congregation since (date). According to our records, (name of publisher) was baptized on (date).

Sincerely yours,

_____

Presiding Overseer

*(Please note: This letter to the local immigration authorities must be written in the English language.)*

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

January 15, 1996

TO ALL BODIES OF ELDERS

Dear Brothers:

This is a time of great joy for all of us, as we continue to receive reports of marvelous increases in the worldwide field. Never before in human history have so many taken their stand on Jehovah's side. (Isa. 60:22) We know that ours is a precious ministry, a privilege never to be repeated, one that involves God's holy name and the possibility of everlasting life for those who respond favorably to the good news. In view of this, it is important that all of us take seriously our responsibility to be zealous evangelizers. Thus, the words of the apostle Paul must be uppermost in our minds: "Do the work of an evangelizer, fully accomplish your ministry."—2 Tim. 4:5.

Reports coming to the Society indicate a growing challenge regarding the house-to-house ministry. An increasing number of householders in the United States are working full-time to provide for their families. Many hold down two jobs and thus are rarely at home when we call. On weekends, many householders in some territories travel, spend time shopping, or engage in recreation. As a result, when the publishers go from door to door a substantial number of people are not at home. Consequently, in most parts of the country, midweek and weekend house-to-house activity is producing limited results. This has caused many publishers and pioneers to feel that they are striking the air when they engage in the door-to-door ministry.—Compare 1 Cor. 9:26.

We should remember: "The objective of Jehovah's Witnesses is not merely to do *something* in the preaching of the good news but to reach *everyone possible* with the Kingdom message." (*jv* p. 499) Jesus instructed his disciples to "search out" deserving ones. (Matt. 10:11) Since we find so few people in their homes, we must search for them elsewhere. Jesus did not confine his search for deserving ones to the house-to-house ministry. He gave a witness on every appropriate occasion, both formally and informally. (Luke 8:1; 19:1-5) The apostles too witnessed to people at a variety of locations. (Acts 28:16, 23, 30, 31) Likewise today, our approach to the disciple-making work should keep abreast of the changing times and the varying circumstances of the people in our territory. (1 Cor. 7:31; *w*94 8/1 p. 17, par. 8) Therefore, what more can we do to improve in our efforts to reach all within our assigned territory? It may be necessary to prepare territories for reaching people in street witnessing, working businesses, and telephone witnessing.—See *Organized to Accomplish Our Ministry,* under the subheading "Territory Assigned for Effective Witnessing," pages 94-96.

The Society is now extending greater flexibility to traveling overseers in arranging their field-service schedule when they visit the congregations. Currently, their schedule calls for house-to-house work in the mornings, with afternoons reserved for return visits and Bible studies. That schedule is still practical in some areas. In others, little may be accomplished by working house to house during weekday mornings. Where this is the case, the time may be more effectively used working in a different feature of the ministry, such as store-to-store work or street witnessing. The traveling overseer may take the lead in witnessing in industrial parks, high-rise office buildings, security apartments, parks, or parking lots or at bus stops and other public places. This will allow

him to use the time allotted for the service most effectively, according to local circumstances. On Tuesday afternoon of his visit, he will ascertain from you which feature(s) of the ministry may not have received attention in the congregation's territory. He may then arrange to work in these avenues of service for one or more service days during the week.

In certain features of the ministry, such as witnessing on the street or in parks or parking lots, special qualifications are not needed in order to share in the work. If such features are to be emphasized, during his service talk on Tuesday night, the traveling overseer will mention which type of territory will be worked during the week and when the work will be scheduled. In this way, the brothers can prepare to have a full share in the work. During meetings for service, in addition to the usual suggestions for the ministry, an effective presentation for use in the feature of service that will be highlighted that day can be discussed or demonstrated. Of course, if some wish to engage in the regular house-to-house work while others share in different avenues of service, this should be arranged. No one should feel pressured to work in a specific feature of service.

On the other hand, certain avenues of the ministry may require special qualifications and training on the part of those who are to participate. For instance, it may be determined that the business territory should receive more attention. In this case, the traveling overseer and his wife may make personal arrangements with capable pioneers and publishers who would like to accompany them. This would be better than making a general announcement to the congregation on Tuesday evening. This arrangement will provide special training for those who work with them. At the conclusion of the visit, the traveling overseer will make definite arrangements so that those who have received training will follow through and continue working in those various features of service. Arrangements can also be made for these experienced ones to train others, under the direction of the elders.

In conjunction with this arrangement to assist congregations to expand various features of the ministry, an adjustment will be made in the meeting program during the circuit overseer's visit. Starting March 1996, the "Continue in the Things That You Learned" program will be replaced by a 25-minute part in which the circuit overseer can provide direction and training on caring for different features of the ministry, as required locally—incorporating demonstrations, interviews, or experiences in connection with the week's field activity. That will be followed by a 45-minute Congregation Book Study, including the reading of the paragraphs. Then, after a song, the circuit overseer will give a 25-minute service talk. This new program will last a total of one hour and 50 minutes, including songs and prayers. It should help the congregation to 'muster up the boldness' needed to search out all deserving ones in the territory.—1 Thess. 2:2.

In these exciting times, our brothers will find greater joy in their ministry if they preach in areas and at times when they will find people to whom to witness. (Acts 16:13; 17:17) When we dedicated ourselves to Jehovah, we agreed to follow a course of self-sacrifice. (Mark 8:34) If we must make a few adjustments in our personal schedule in order to reach more people, we can be assured of his approval for doing so. There is a need for all of us to continue serving Kingdom interests with zeal. As you each seek to "bear *thorough* witness to the good news," be assured of our prayers for Jehovah's rich blessing upon your endeavors.—Acts 20:21, 24.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

[redacted] February 26, 1996

TO: ALL CONGREGATION SERVICE COMMITTEES IN THE UNITED STATES AND BERMUDA

Dear Brothers:

This letter is an explanation of the packing list that accompanies shipments of literature you receive from the Society. Please pay particular attention to Section 17, a new feature we are adding to future packing lists. For your reference, we enclose a sample packing list with the sections numbered, and will explain each in turn.

## Section 1

**ASSIGNMENT NUMBER.** This is a packing list number that is assigned when the Society processes a literature request submitted by your congregation. (See the section of this letter "Reporting Discrepancies to the Society.")

## Section 2

**PACKING LIST DATE and CONGREGATION NUMBER.** The "Packing List Date" is the date the Society prints the packing list. The "Congregation Number" refers to the number the Society has assigned to your congregation. (See the section of this letter "Reporting Discrepancies to the Society.")

## Section 3

**SHIPPING SECTION.** This area of the packing list indicates the section of the country your congregation is assigned. Each congregation is assigned to one of four "Shipping Sections." As explained on page 4 of the *Watchtower Publications List*, a specific date is assigned to each section for mailing Literature Request Forms to the Society. You should actually mail your Literature Request Form, using the special envelope for this purpose, on the date indicated. If you mail the form later than the date stipulated, the Society may choose to hold your literature until the next shipment scheduled for your section of the country.

## Section 4

**YOUR REQUEST NO., YOUR REQUEST DATE, and SELECTION NO.** To facilitate record keeping, you may choose to assign numbers to the Literature Request Forms you submit. We will acknowledge the numbers you assign in the area designated: "Your Request No." (See paragraph 18 of the *Watchtower Publications List*.) "Your Request Date" refers to the date you filled out the form. The "Selection No." is a number the Society uses for internal reference. You will not need to use or refer to this number in correspondence you send to the Society about literature shipments. (See the section of this letter "Reporting Discrepancies to the Society.")

## Section 5

**REQUEST NUMBER.** This is a number the Society assigns literature requests submitted by your congregation.

## Section 6

**SHIPPING ADDRESS.** This is the shipping address for literature the Society currently has on file for your congregation. If the shipping address is incorrect, please telephone the Society right away and provide a new shipping address for literature, following up with a completed S-36 form. You should correct this address even if your congregation normally receives its shipments of literature at an Assembly Hall or a Literature Distribution Center. (Please see paragraph 14 of the *Watchtower Publications List.*)

## Section 7

**ROUTING INFORMATION.** If your congregation normally receives its literature through an Assembly Hall or a Literature Distribution Center, this section will list the name(s) and telephone number(s) of those the distribution center will notify when a shipment is ready to be picked up. Please regularly check this information, and telephone the Society when it is inaccurate, following up with a completed F-239 form. (Please see paragraphs 14 and 39 of the *Watchtower Publications List.*)

## Section 8

**SPECIAL INSTRUCTIONS.** This section is for internal office use of the Society. Normally it contains the name of the carrier and the level of rush service your congregation requests. (See paragraphs 11 and 12 of the *Watchtower Publications List.*)

## Section 9

**QUANTITY SHIPPED.** This area of the packing list shows the number of items actually shipped.

## Section 10

**ITEM DESCRIPTION.** This area of the packing list shows the titles of the items you requested.

## Section 11

**LANGUAGE.** "Language" refers to a particular language in which you specified that we fill the item. In most cases, the language is the primary language of your congregation. (See paragraph 21 of the *Watchtower Publications List.*)

## Section 12

**NOTES.** A number, such as "1," "2," "3," or an asterisk (*) will appear in this column. The numbers refer to coded messages that appear at the end of the list of shipped items, and indicate the action taken on the noted item (Example: "Quantity was cut. See *Watchtower Publications List*, par. 25."). An asterisk (*) designates all special-request items (see paragraph 24 of the *Watchtower Publications List* for a complete list of all special-request items). Individuals that requested special-request items should be notified when they arrive.

## Section 13

**REQUEST RECEIVED.** "Request Received" refers to the date the Society receives your congregation's Literature Request Form.

## Section 14

**QUANTITY REQUESTED.** "Quantity Requested" is the quantity of a particular item you requested on the Literature Request Form.

## Section 15

**QUANTITY PENDING.** If the Society's stock is limited and we cannot ship the full quantity of an item you requested, we will show the portion not shipped as "Quantity Pending" on the packing list. When we restock the item, we will ship the remainder to your congregation in a later shipment. (Please see paragraph 27 (1) of the *Watchtower Publications List* for more information on our pending procedure.)

## Section 16

**SPECIALTY CODE.** This code specifies a particular part of an item being shipped (in the case of an item that has multiple parts). (Example: *Sing Praises...* (8 CD-Audio) with the number 2 in the "Specialty Code" column indicates that disc number two of the set is being shipped, not the entire set.)

## Section 17

**LISTED BELOW IS A SUMMARY OF ALL PENDING ITEMS.** Unless the packing list is for a special shipment, it will show all "Pending Items" your congregation requested. If the indicated SUMMARY OF ALL PENDING ITEMS does not correspond to your records, please indicate the discrepancy and return a photocopy of the packing list to the Society, Attn.: Desk FLH. You should follow the same procedure to adjust or cancel the quantities of "Pending Items." Perhaps a publisher requests an item, and then moves to another congregation. When this happens, the secretary should write the quantity he wants us to cancel in the "Qty To Cancel" brackets, sign it, photocopy the packing list and return it to the Society, Attn.: Desk FLH.

## Reporting Discrepancies to the Society

To report discrepancies to the Society, please include your "Congregation Number" and the "Assignment Number" on the correspondence, as explained in paragraph 32 of the *Watchtower Publications List*. You should indicate in your letter, signed by the secretary and presiding overseer, whether we should reship any missing items, or whether we should adjust our records and you will request the missing items again. If the discrepancy involves items shipped to you in error, please report this in writing and wait for the Society's direction before actually returning the items (see paragraph 37 of the *Watchtower Publications List*). For additional details on reporting discrepancies see paragraphs 32-36, 40 of the *Watchtower Publications List*.

We are providing four copies of this letter, one for each member of the service committee and the literature servant. You brothers should read this carefully. Then, the secretary and service overseer should take the time to discuss it with the literature servant and his assistants. Thereafter, the secretary should place a copy of this letter in the congregation file. The literature servant should keep his copy available for future reference so that the brothers working with the literature will have a proper understanding of the Society's procedures.

Thank you for taking the time to review this information. We feel it will help you brothers to understand how the Society handles your requests for literature. With this letter, please accept an expression of our warm Christian love and good wishes.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Enclosure

# WATCHTOWER BIBLE AND TRACT SOCIETY
OF NEW YORK, INC.

25 COLUMBIA HTS BROOKLYN, NEW YORK 11201-2483
"THIS GOOD NEWS OF THE KINGDOM WILL BE PREACHED"

**Assignment Number** (1) 2345678

(2)
**Packing List Date** 2/26/96
**Congregation Number** 108761
(5)
**Request Number** 2126500

(3)
**Shipping Section** 2-Central

(4)
**Your Request No.** 296
**Your Request Date** 2/16/96
**Selection No.** 2238

(6)
**Shipping Address:**
LAURELTON CONG
EUGENE OR
JOHN OVERSEER
123 MAIN ST
EUGENE OR 97123

(7)
**Routing Information:**
JWAH WOODBURN OR
JOE PICKUP (503) 555-4444
HENRY CONTACT (503) 655-5666

(8)
**Special Instructions**

Shipping Address correct? Use form S-36 to update

Routing Information correct? Use form F-239 to update.

| (9) QUANTITY SHIPPED | (10) ITEM DESCRIPTION | (11) LANGUAGE | (12) NOTES | (13) REQUEST RECEIVED | (14) QUANTITY REQUESTED | (15) QUANTITY PENDING | (16) SPECIALTY CODE |
|---|---|---|---|---|---|---|---|
| 2 | Album Of Hebrew Scriptures -3 | English | (1) | 12/10/95 | | | |
| 2 | Jehovah's Witnesses...Purpose | English | | 12/10/95 | 2 | | |
| 0 | NW Trans Deluxe Leather-Black | English | *(2) | 12/10/95 | 3 | 3 | |
| 2 | The Bible--Modern Book | English | *(3) | 12/10/95 | | | |
| 0 | WT Publications Index 1986-88 | English | * | 12/10/95 | 1 | 1 | |
| 0 | Watchtower Bound Volume 1951 | English | * | 12/10/95 | 1 | 1 | |
| 0 | Watchtower Bound Volume 1952 | English | * | 12/10/95 | 1 | 1 | |
| 0 | Watchtower Bound Volume 1953 | English | * | 12/10/95 | 1 | 1 | |
| 0 | Watchtower Bound Volume 1954 | English | * | 12/10/95 | 1 | 1 | |
| 0 | Watchtower Bound Volume 1955 | English | * | 12/10/95 | 1 | 1 | |
| 0 | Watchtower Bound Volume 1956 | English | * | 12/10/95 | 1 | 1 | |
| 0 | Watchtower Bound Volume 1957 | English | * | 12/10/95 | 1 | 1 | |
| 0 | Watchtower Bound Volume 1958 | English | * | 12/10/95 | 1 | 1 | |
| 0 | Watchtower Bound Volume 1959 | English | * | 12/10/95 | 1 | 1 | |
| 2 | You Can Live Forever...Earth | English | | 12/10/95 | 2 | | |
| 1 | Sing Praises to Jehovah CD | English | * | 12/10/95 | 1 | | 2 |
| 10 | Enjoy Life on Earth | Chinese | | 12/10/95 | 10 | | |
| 1 | JW Proclaimers | Japanese | * | 12/10/95 | 1 | | |
| 3 | You Can Live Forever...Earth | Spanish | | 12/10/95 | 3 | | |
| 2 | You Can Live Forever...Earth | Russian | | 12/10/95 | 2 | | |

* Special Request Item

(1) It is more convenient to obtain a complete set.
(2) Please do not write in the shaded areas of the S-14 form.
(3) Quantity was cut. See Watchtower Publications List, par. 25.

Report discrepancies promptly (17) writing, giving Assignment Number.

| Qty | LISTED BELOW IS A SUMMARY OF ALL PENDING ITEMS | | Qty To Cancel |
|---|---|---|---|
| 3 | NW Trans Deluxe Leather-Black | English | [ ] |
| 4 | WT Publications Index 1986-88 | English | [ ] |
| 1 | Watchtower Bound Volume 1951 | English | [ ] |
| 1 | Watchtower Bound Volume 1952 | English | [ ] |
| 1 | Watchtower Bound Volume 1953 | English | [ ] |
| 1 | Watchtower Bound Volume 1954 | English | [ ] |
| 1 | Watchtower Bound Volume 1955 | English | [ ] |
| 1 | Watchtower Bound Volume 1956 | English | [ ] |
| 1 | Watchtower Bound Volume 1957 | English | [ ] |
| 1 | Watchtower Bound Volume 1958 | English | [ ] |
| 1 | Watchtower Bound Volume 1959 | English | [ ] |

Pending items correct? To cancel, indicate quantity in box, and send a copy to the above address, "Attn: Desk FLH." _____
Secretary's Signature

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

March 15, 1996

TO ALL BODIES OF ELDERS

Dear Brothers:

During these last days an increasing number of individuals are contracting communicable diseases, such as AIDS, tuberculosis, and so forth. Upon hearing the good news of the Kingdom, some of these desire to study the Bible, attend Christian meetings, and progress toward dedication to God. How should Jehovah's Witnesses respond to the needs of those with contagious and potentially fatal diseases? Are there precautions that would be practical and of benefit to the sufferer and for others in the Christian congregation?

The March 22, 1994, issue of *Awake!* stated on pages 14 and 15: "In all our dealings with others, including AIDS victims, Christians are instructed to follow the example of Jesus. The compassion he had for those who were afflicted, and yet were sincere in their desire to please God, is worthy of our imitation.—Compare Matthew 9:35-38; Mark 1:40, 41."

To assist the elders in providing guidance for those with a communicable and potentially fatal disease who request baptism, the following additional questions are to be reviewed with candidates for baptism. In addition to this letter, an insert for the *Our Ministry* book outlining this information will soon be provided for each elder.

When covering question 4 on page 191 under the subheading "Sanctity of Life," be sure to include the following questions:

(a) What responsibility rests upon a person who is infected with a communicable disease that is potentially fatal?

Keeping an eye, not in personal interest upon just your own matters but also in personal interest upon those of the others.—Phil. 2:4.

All things, therefore, that you want men to do to you, you also must likewise do to them.—Matt. 7:12.

(b) To avoid transmitting a potentially fatal disease to others,

(1) why would it be better for an infected person not to initiate public displays of affection such as hugging and kissing?

(2) why would it be best to attend the Congregation Book Study at the Kingdom Hall, if at all possible?

(3) why should infected ones not react negatively when some choose not to invite them into their homes?

(4) why would it be wise to choose voluntarily to have a blood test before beginning a courtship?

When covering Question 3 on page 217, be sure to ask the following question:
(a) If one has a communicable disease, why is letting the presiding overseer know about it before that one gets baptized the loving thing to do?

If the candidate makes known, or if it otherwise becomes known, that he has a communicable disease which will require precautions, he can be informed that he may consider the following loving options:

1. He may attend the district convention, circuit assembly, or special assembly day, listen to the baptismal discourse given there, and then be taken to a running body of water and be baptized.

2. He may attend the district convention or circuit assembly or special assembly day, listen to the baptismal discourse, and then that evening it may be preferred that he be baptized in his hotel or motel room or a private home where there is a large tub that can be used for this purpose.

3. If he is sensitive to others becoming aware of the fact that he has such a disease and does not want it to become known to others, he may attend a district convention or circuit assembly or special assembly day to which his congregation is not assigned, listen to the baptismal discourse, and then be baptized in a running body of water.

4. He may request that the elders arrange to have him baptized last or have a private baptism at the local congregation.

The elders should be sure to inform the brother(s) performing the baptism of the health issue. This will allow the brother(s) to make a personal decision as to whether he feels there would be a risk to himself that he would be unwilling to take.

All should continue to welcome those with communicable diseases into the Christian congregation and to show love and warmth to them, while at the same time taking reasonable precautions to protect ourselves and our families from the disease. We pray Jehovah's rich blessing on your earnest efforts to shepherd the flock in your care.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

# WATCHTOWER

**BIBLE AND TRACT SOCIETY OF NEW YORK, INC.**

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600


August 15, 1996

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

We are pleased to inform you that an adjustment is being made in the way congregations report their field service activity to the Society. Enclosed is a sample of the revised Congregation Report (S-1) form that will enable your congregation's report to be scanned and tabulated electronically. The revised form is being sent to your congregation with the annual forms shipment. After you receive the new S-1 report forms, the old ones should be destroyed. The congregation secretary should begin using the new form when reporting September 1996 field service activity.

The general format of the Congregation Report has not been changed, but we request that you carefully study the adjusted form. Below are points that the congregation secretary should keep in mind to ensure that the form is properly filled out each month. Remember that the Congregation Report form is to be scanned electronically.

- Neatly and legibly PRINT all information with a medium point, black-ink felt-tipped pen or a black-ink roller-ball pen. Please DO NOT use a ballpoint pen.

- Make sure the numbers do not touch the edge of the guide boxes, as illustrated at the top of the form. Begin printing in the box that is the farthest to the left in each section, not in the box that is farthest to the right.

- DO NOT TYPE information to fill out the form.

- Do not put any marks on the square register boxes at the corners of the form or on the identifier box in the lower right-hand corner of the form. Do not put marks anywhere on the form except where specific information is requested.

- Please do not put a slash or a dash through a zero, a seven, or any other number. Do not use a dash in place of a zero.

- If no figures are to be entered, leave the box blank; do not put a dash or anything else in it.

- If you make a mistake, you may use white correction fluid to cover the error.

- Do not mark the back of the form.

- Double-check the figures entered to ensure that complete and accurate information is being supplied. Errors will result in difficulties and delays for the Society.

- Do not try to reproduce or photocopy the form to be sent to the Society nor should you fill it in with an ink-jet or laser printer.

- Be aware of how many report forms you have on hand. If you anticipate running out before the end of the service year, you may request additional forms on your next Literature Request Form (S-14), and a supply will be sent to you.

- If you need to communicate additional information to the Society for any reason, please provide a separate letter.

As you will note, information regarding regular pioneer reassignments and name changes is no longer listed on the back of the Congregation Report form. Instead, a new Regular Pioneer Changes (S-204) form is being provided for this purpose. Ample quantities of this form will also be included in the annual forms shipment. It will be necessary to send this form to the Society only when you actually have adjustments.

When filling out the Regular Pioneer Changes form, please supply the pioneer's identification number if possible. If the pioneer has transferred to your congregation from a different country and does not have an identification number, please provide in a separate letter as much information as possible about the pioneer and the former congregation and country. This may require your writing to the regular pioneer's former congregation and country before notifying the Society that the pioneer has moved into your congregation.

As with any notification of name changes, please provide complete information regarding married and maiden names and former congregations.

We hope that using the revised Congregation Report (S-1) form and the new Regular Pioneer Changes (S-204) form will simplify the congregation secretary's work and result in a considerable saving of time for the Society. Your close cooperation and adherence to the above guidelines will be very much appreciated.

We take this opportunity to send you our warm love and Christian greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

November 20, 1996

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

During these critical times that we live in, it is important that the disciples of Jesus Christ continue to follow his command to preach and teach the good news of God's Kingdom and assist righteous-hearted individuals to baptism. (Matthew 24:14; 28:19, 20) All qualified publishers in your congregation who volunteer their time and use their personal resources to reach such individuals are to be commended.—2 Corinthians 9:7.

No doubt, you have many brothers and sisters in your congregation who are willing to use their personal vehicles in their field service or other Scripturally-based activities. It is noteworthy that as the number of publishers continues to increase, there are more vehicles being used to reach as many people as possible with the good news of God's Kingdom. Thus, there has been a corresponding increase in the number of vehicle accidents that have occurred while our brothers and sisters are engaged in their ministry.

Whenever you become aware that a publisher was involved in a vehicle accident resulting in a death or serious injury while driving a vehicle in the ministry, you should immediately call the Society's Legal Department. If the body of elders is contacted by anyone (attorney, other driver, passenger, investigator or policeman) and they request a statement from the elders, do not discuss the accident or publishers involved. Simply take the caller's name, the name and telephone number of the office from which he or she is calling, and inform the caller that you or someone else will return their call soon. Then call the Society's Legal Department for further direction on how to proceed.

We appreciate your cooperation with this very important matter. Thank you for your loving support, and please accept our warm Christian love and greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

December 7, 1996

TO ALL BODIES OF ELDERS AND ASSEMBLY HALL COMMITTEES IN THE UNITED STATES

Re: Issuance of Forms 1099-MISC and 1099-INT

Dear Brothers:

From time to time, congregations and Assembly Halls contract the services of sub-contractors or others, such as to assist with specialized work in connection with Kingdom Hall construction or snow removal. According to instructions from the Internal Revenue Service (IRS), it is necessary to file Form 1099-MISC for each person who is paid at least $600 in rents, services (including parts and materials), and other income in any one year. Though congregations and Assembly Halls are considered nonprofit for tax reporting purposes, this does not absolve them of the need to file the above-mentioned forms when paying individuals. The recipient should also be alerted to the fact that the congregation or Assembly Hall will be issuing Form 1099-MISC should he be paid more than $600 during the year. This means he will be responsible to pay any and all income tax on his earnings.

Similarly, congregations or Assembly Halls that pay interest on funds loaned by individuals must file Form 1099-INT to report amounts of interest over $10 in any year. While congregations and Assembly Halls are under no obligation to report the amounts of interest they pay to the Society since the Society is a tax-exempt organization, interest payments to individuals should be reported.

Forms 1099-MISC and 1099-INT and their accompanying instructions may be obtained from the Internal Revenue Service Center locally. Generally, copies of these must be given to the recipients by January 31 of the following calendar year. All should be prompt and thorough in caring for this matter.—Rom. 13:1.

We take this opportunity to thank you for your hard work in behalf of Kingdom interests and send an expression of our heartfelt Christian love.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

cc: Regional Building Committees
Traveling Overseers

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

March 14, 1997

CONFIDENTIAL

TO ALL BODIES OF ELDERS

Dear Brothers:

A matter of serious concern was addressed in the article "Let Us Abhor What Is Wicked," published in the January 1, 1997, issue of *The Watchtower*. This concern involves the purity of Jehovah's organization in these last days. It is our responsibility to protect the flock of God from these threatening influences.—Isa. 32:1, 2.

We wish to take necessary steps that will help protect the congregation, especially our children, from the unwholesome practices that are constantly worsening in the world. We are grateful that the truth has limited the spread of child sexual abuse in Jehovah's organization.

## WHO IS A 'KNOWN CHILD MOLESTER'?

**What is child molestation?** *Webster's Ninth New Collegiate Dictionary* defines "pedophilia" as "sexual perversion in which children are the preferred sexual object." (See "Questions From Readers" in *The Watchtower* of February 1, 1997, page 29.) Deuteronomy 23:17, 18 condemns such practices as "detestable." (See the footnotes to verses 17 and 18 in the *Reference Bible*. Also, it would be helpful to see the footnote on page 10 of the October 8, 1993, issue of *Awake!*) In harmony with these references, we are herein discussing sexual perversion in which children are the object of sexual abuse, including fondling by an adult. We are not discussing a situation wherein a consenting minor, who is approaching adulthood, has sexual relations with an adult who is a few years older than the minor. Rather, we are referring, for example, to situations in which it is established by a congregation judicial committee that an adult brother or sister has been guilty of sexually abusing a young child or has been sexually involved with a nonconsenting minor who is approaching adulthood.

**Who is a known child molester?** The January 1, 1997, *Watchtower* article "Let Us Abhor What Is Wicked" mentions on page 29 that a man "known to have been a child molester" would not qualify for privileges in the congregation. An individual "known" to be a former child molester has reference to the perception of that one in the community and in the Christian congregation. In the eyes of the congregation, a man known to have been a child molester is not "free from accusation" and "irreprehensible," nor does he have "a fine testimony from those on the outside." (1 Tim. 3:1-7, 10; 5:22: Titus 1:7) In view of his past, people in the community would not respect him, and the brothers might even stumble over his appointment.

## PROTECTING OUR CHILDREN

**What can we do to protect our children and preserve the cleanness of Jehovah's organization?** The primary responsibility for protecting our children rests upon the parents. Fine suggestions for parents can be found in the January 22, 1985, *Awake!* article "Child Molesting—You *Can* Protect Your Child." Other articles that parents do well to consider are those in the October 8, 1993, *Awake!* entitled "How Can We Protect Our Children" and the December 1, 1996, *Watchtower* entitled "Parents, Find Pleasure in Your Children," specifically pages 13 and 14, paragraphs 18 and 19.

**What can the elders do to help protect our children?** The elders should be alert to the activity of any who are known to have molested children in the past. Individuals who have manifested a weakness in this regard should be sensitive to their need not to be alone with children. They should refrain from holding children or displaying other forms of affection for them. It would be appropriate for elders to give kindly cautions to any who are doing things that may be a temptation or a cause for concern to others in the congregation.—1 Cor. 10:12, 32.

**What should elders do when a former child molester moves to another congregation?** As outlined in the February 1991 *Our Kingdom Ministry* "Question Box" and the August 1, 1995, letter to all Bodies of Elders, our policy is always to send a letter of introduction when a publisher moves to another congregation. *It is imperative that this be done when one who is known to have been a child molester moves.* The secretary should write on behalf of the elders to the new congregation's body of elders and outline this publisher's background and what the elders in the old congregation have been doing to assist him. Any needed cautions should be provided to the new congregation's body of elders. This letter should not be read to or discussed with the congregation. This information should be kept in the congregation's confidential files where it can be reviewed by any elder. The elders should send a copy of this letter to the Watchtower Bible and Tract Society in one of the "Special Blue" envelopes.

## PRIVILEGES OF SERVICE IN THE CONGREGATION

In the January 1, 1997, issue of *The Watchtower,* the article "Let Us Abhor What Is Wicked" stated on page 29: "For the protection of our children, a man known to have been a child molester *does not qualify for a responsible position in the congregation. Moreover, he cannot be a pioneer or serve in any other special full-time service."* We have had a number of inquiries asking how this applies in the congregation, and this is being given consideration.

It may be possible that some who were guilty of child molestation were or are now serving as elders, ministerial servants, or regular or special pioneers. Others may have been guilty of child molestation before they were baptized. The bodies of elders should not query individuals. However, the body of elders should discuss this matter and give the Society a report on anyone who is currently serving or who formerly served in a Society-appointed position in your congregation who is known to have been guilty of child molestation in the past.

In your report please answer the following questions: How long ago did he commit the sin? What was his age at the time? What was the age of his victim(s)? Was it a one-time occurrence or a practice? If it was a practice, to what extent? How is he viewed in the community and by the authorities? Has he lived down any notoriety in the community? Are members of the congregation aware of what took place? How do they and/or his victim(s) view him? Has he ever been disfellowshipped, reproved, counseled, or otherwise dealt with? If he has moved to another congregation, please identify the congregation to which he has moved. Was that congregation advised of his past conduct of child molestation, and, if so, when? [If you have not advised them, this should be done now, and you should send a copy of your letter to the Society in a "Special Blue" envelope.] This information should be sent to the Society along with any other observations that the body of elders has. Please send this to the Society in the "Special Blue" envelope so that the factors involved may be given due consideration; this information is not to be made available to those not involved.

Jehovah has been blessing the efforts of his people to get the vital Kingdom-preaching and disciple-making work done. Isaiah 52:11 states: "Keep yourselves clean, you who are carrying the utensils of Jehovah." We must be ever vigilant to demonstrate to Jehovah that we want to keep the organization he uses in these last days fit for this all-essential trust. May Jehovah bless your efforts to that end.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

P.S. to Body of Elders: A meeting of the body of elders should be arranged to read and discuss this letter together. **This letter is confidential and should not be copied but should be kept in the congregation's confidential file. Elders should not discuss this information with others.** It is provided so that you can appropriately apply the spirit of the Scriptural information in the January 1, 1997, *Watchtower* article "Let Us Abhor What Is Wicked."

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

OFFICE OF THE SECRETARY AND TREASURER PHONE (718) 625-3600
25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. FAX (718) 875-7446

May 15, 1997

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Adjustments In Making Congregation Remittances

Dear Brothers:

We are writing to inform you of a new arrangement that the Society is developing to speed up the processing of monthly congregation remittances. For many decades, each congregation has submitted a monthly check along with a Contribution Remittance Form (S(d)-20) to the Society. Donations made to the worldwide work, Society Kingdom Hall Fund, Traveling Overseers' Automobile and Insurance Program, and other funds and payments have been made in this manner. Some congregations are also making separate monthly remittances on a Kingdom Hall property loan. We are now endeavoring to streamline this process and speed up the transfer of these remittances.

We are pleased to inform you that a new program is being developed, whereby congregations may electronically forward to the Society the funds that have been collected. The Society has developed a computerized system that will allow you to call a toll-free number using a touch-tone telephone and enter the amounts of payments and donations which you are sending to the Society. Each amount will be audibly acknowledged, and the total remittance will be calculated and stated at the end of the phone call. The completed transaction will be acknowledged by a unique confirmation number which will be given to the caller. The electronic funds transfer system will transmit this information on the same day to the Society's bank. The Society's bank will then use the Automated Clearing House (ACH) network to debit your congregation's bank account for the total amount and transfer these funds to the Society's bank account. These transaction details will appear on your monthly statement. In most cases, the electronic transfer of funds will be completed within 24 hours of receiving the information from your telephone call. In order to participate in this new program, you must have access to a touch-tone telephone. The content of the computerized dialog will be in English only.

This improved process will make funds for the worldwide work more readily available. The cost for each transfer using this method is estimated to be less than the present cost of a postage stamp and check processing. The Society will be assuming the cost of communications and bank charges for initiating these ACH debit transactions. With very few exceptions, your bank should not charge you for these transfers.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

July 7, 1997

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Use of Rental Buses

Dear Brothers:

The purpose of this letter is to provide guidelines regarding the renting of buses for transporting congregation members to assemblies, conventions, and the Society's facilities.

As you no doubt are aware, many congregations work hard to care for the practical needs arising from the expansion now being experienced by Jehovah's earthly organization. We know that in order to care for transportation to and from assemblies, conventions, as well as the Society's facilities, some congregations have found it advantageous to make arrangements to rent buses or other commercial vehicles.

Therefore, in order to protect the interests of everyone concerned, we ask that all congregations comply with the following guidelines:

- When making transportation arrangements, please use a reputable bus company. Although this may be more expensive, it assures safe and quality service.

- Make sure the company has at least $5 Million of liability coverage. Request that the company provide the Congregation with a Certificate of Liability Insurance. The Watchtower Bible and Tract Society of New York, Inc., Watch Tower Bible and Tract Society of Pennsylvania, and the Congregation making the arrangements should be named as co-insureds with the bus company on its liability policy for the duration of the contract. Please note that naming someone as a "co-insured" provides greater protection than simply being named as an "additional insured." Therefore, make it clear to the bus company representative that we want to be named as "co-insureds."

- If the company does not offer this type of coverage, or is unwilling or unable to produce a Certificate of Insurance, it would be best to find a different company.

- The contract should be signed by an elder in his capacity as an elder for the congregation. This can be done by typing or printing clarifying language such as, "Presiding Overseer for the _____ Congregation," "Secretary for the _____ Congregation" or "Authorized Elder for the _____ Congregation" immediately beneath the elder's signature.

- Please keep in mind that the congregation does not sponsor trips that are unrelated to theocratic activities. Announcements should not be made from the platform in connection with any private arrangements that an individual might make. Such an arrangement would be his own responsibility. However, he should make sure to use a reputable bus company that has adequate insurance coverage so as to mitigate any liability.

We trust that these guidelines will prove helpful when making arrangements to care for the transportation needs of the publishers in your congregation.

We take this opportunity to send our warm Christian love.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

cc: District Convention overseers
District overseers
Circuit overseers

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.
25 COLUMBIA HEIGHTS
BROOKLYN, NEW YORK 11201-2483 U.S.A.

July 31, 1997

TO ALL BODIES OF ELDERS

Dear Brothers:

If a brother is deleted as an elder, he should hand over his Kingdom Ministry School textbook to the Congregation Service Committee. (See *ks91*, p. 5.) The secretary should keep the book in the congregation's confidential files so that it may be returned to the brother if he is reappointed as an elder. If a returned textbook is found to be in bad condition, it can be destroyed. Used textbooks should not be given to newly-appointed elders.

Your brothers,

*Watchtower Bible and Tract Society of New York, Inc.*

If writing regarding the above please return this slip.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

August 1, 1997

TO ALL BODIES OF ELDERS

Dear Brothers:

We would like to inform you of an adjustment that has been made in procedure when handling cases that involve appealing judicial decisions. Each elder should make note of this change in his copy of the book *"Pay Attention to Yourselves and to All the Flock"* (*ks91*). This adjustment has also been reflected in the revised "Notification of Disfellowshipping and Disassociation" (S-77) form. It is not necessary to request the revised form, please continue to use your supply of the S-77 form.

When an appeal committee disagrees with the decision to disfellowship, the textbook on page 127, paragraph six, states that the decision should be discussed with the original judicial committee privately. Please change what appears next in paragraphs seven and eight to read as follows:

"If both committees agree that the person should not be disfellowshipped, the individual should *not* be advised.

"The appeal committee will send the branch office separate letters from both the original committee and appeal committee that supply sufficient details to give a clear picture of the reason(s) for the conclusion."

We take this opportunity to encourage judicial and appeal committees to carefully review *before* and *during* deliberations pertinent information in the 1991 Kingdom Ministry School textbook regarding judicial matters, which is critical to their properly handling such cases. This includes reading the directions on the front and back of the "Notification of Disfellowshipping or Disassociation" (S-77) form. Further helpful information can be found in the September 1 and September 15, 1981, issues of *The Watchtower*, in the study articles on repentance and disfellowshipping; the January 1, 1995, *Watchtower* article "Determining Weakness, Wickedness, and Repentance;" and *Insight on the Scriptures*, Volume 2, pages 770-75, under the subject of "Repentance."

Thank you for taking note of the above adjustment and additional points. May Jehovah continue to bless your efforts to handle serious congregation matters with heavenly wisdom and discernment. We take this occasion to send our warm Christian love and greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

A number of congregations that have been sharing the expenses of a single property loan for their Kingdom Hall have established a separate checking account for collecting these funds and making these payments. The electronic funds transfer system will support the use of a second bank account for making property loan payments only. All other transfers will come from your primary bank account. If you desire to have the ACH debits made from a secondary bank account for your property loan, please indicate this on the enclosed form. If you select this option, a single phone call will automatically generate a separate ACH debit for the property loan payment from your secondary bank account. However, this may only be done by the congregation holding the property loan.

Please complete the enclosed "Authorization Agreement" which gives approval for the Society to debit your bank account. Please take this form to your bank and request that a bank officer verify that the bank can support ACH debits. Ask if any fees would be charged. The bank should also verify the Transit/ABA number to be used for such transactions. The bank officer should sign or stamp the form to verify the accuracy of these numbers and may wish to make a copy for the bank's files. Please attach a copy of a voided check for each checking account that will be used. Return one copy of this form to the Society addressed to the Treasurer's Office.

Within a few months following receipt of the completed Authorization Agreement, we will send further correspondence along with an Authorization Number which will allow you access to this system. We will also provide additional details on the use of the system and the necessary forms for recording these transactions for your congregation's files. Once you receive this Authorization Number, you may begin using the Watchtower Electronic Funds Transfer System. Until your account is enabled to participate in this program, please continue to send your remittances to the Society using the present arrangement.

With the advent of personal computers and improved technology, there has developed growing acceptance and use of this type of equipment in handling personal and business financial transactions. We would like to know how many congregations would have an interest using a personal computer and modem for making the same type of transactions. Please indicate on the enclosed inquiry form if this is of interest to your congregation, and return it with your next remittance. We will communicate further regarding this method as the system is developed. We are not encouraging the acquisition of a computer or on-line service provider for this purpose, but we do wish to accommodate those who may prefer to use this type of service and equipment.

We look forward to your participation in this new arrangement which will advance the most important work in which we all share. Please accept our warm Christian love and appreciation for all of your diligent efforts in behalf of kingdom interests.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

c: Traveling Overseers

# AUTHORIZATION AGREEMENT FOR ACH DEBIT/CREDIT TRANSACTIONS

New ☐ Revision ☐

CONGREGATION NO.:_____ DATE _____

NAME of CONGREGATION _____

_____

We hereby authorize Watchtower Bible and Tract Society of New York, Inc., and Watch Tower Bible and Tract Society of Pennsylvania, hereinafter called **WATCHTOWER**, to initiate debit/credit entries, electronically or by any other commercially accepted method, and to initiate, if necessary, by any such method, credit entries and adjustments for any debit entries in error to our account(s) indicated below and the depository named below, hereinafter called **DEPOSITORY**, to debit and/or credit the same to such account. We have attached a voided check (if a checking account is to be debited) to verify account and routing information.

## PRIMARY ACCOUNT

**DEPOSITORY:** This *Primary Account* is a ☐ Checking ☐ Savings account. (select one)

NAME OF BANK _____

BRANCH ADDRESS _____

CITY _____ STATE _____ ZIP _____-_____

TRANSIT/ABA NO. |_|_|_|_|_|_|_|_|_| |_| ACCOUNT NO. _____

EXACT ACCOUNT NAME _____

This *Primary Account* will be debited for all fund transactions and donations processed by EFT.

**BANK ACH CONTACT:** _____ _____ (___)_____-_____

*Name of Bank Official* *Title* *Phone Number*

**SIGNATURES:** ***(At least two must be authorized signers on the above account to authorize these EFT transactions.)***

_____ _____ _____

*Presiding Overseer or Authorized Signer* *Secretary or Authorized Signer* *Service Overseer or Authorized Signer*

☐ *We would like to use this optional* **SECONDARY ACCOUNT** *for Property Loan Payments.*

**DEPOSITORY:** This *Secondary Account* is a ☐ Checking ☐ Savings account. (*select one*)

NAME OF BANK _____

BRANCH ADDRESS _____

CITY _____ STATE _____ ZIP _____-_____

TRANSIT/ABA NO. |_|_|_|_|_|_|_|_|_| |_| ACCOUNT NO. _____

EXACT ACCOUNT NAME _____

This *Secondary Account* will be debited for all Property Loan Payments ***ONLY*** processed by EFT.

**BANK ACH CONTACT:** _____ _____ (___)_____-_____

*Name of Bank Official* *Title* *Phone Number*

**SIGNATURES:** ***(At least two must be authorized signers on the above account to authorize these EFT transactions.)***

_____ _____ _____

*Presiding Overseer or Authorized Signer* *Secretary or Authorized Signer* *Service Overseer or Authorized Signer*

This authority is to remain in full force and effect until **WATCHTOWER** has received written notification from us of its termination in such time and in such manner as to afford **WATCHTOWER** and **DEPOSITORY** a reasonable opportunity to act upon the revised instruction.

**IMPORTANT: ATTACH VOIDED CHECK(s) FOR EACH CHECKING ACCOUNT THAT WILL BE DEBITED TO CONFIRM CORRECT TRANSIT/ABA AND ACCOUNT NUMBERS.**

# AUTHORIZATION AGREEMENT FOR ACH DEBIT/CREDIT TRANSACTIONS

New ☒ Revision ☐

CONGREGATION NO.: [redacted] DATE [redacted]

NAME of CONGREGATION [redacted] CONGREGATION OF JEHOVAH'S WITNESSES [redacted]

We hereby authorize Watchtower Bible and Tract Society of New York, Inc., and Watch Tower Bible and Tract Society of Pennsylvania, hereinafter called **WATCHTOWER**, to initiate debit/credit entries, electronically or by any other commercially accepted method, and to initiate, if necessary, by any such method, credit entries and adjustments for any debit entries in error to our account(s) indicated below and the depository named below, hereinafter called **DEPOSITORY**, to debit and/or credit the same to such account. We have attached a voided check (if a checking account is to be debited) to verify account and routing information.

## PRIMARY ACCOUNT

**DEPOSITORY:** This *Primary Account* is a ☒ Checking ☐ Savings account. (select one)

NAME OF BANK [redacted]

BRANCH ADDRESS [redacted]

CITY [redacted] STATE [redacted] ZIP [redacted]

TRANSIT/ABA NO. [redacted] ACCOUNT NO. [redacted]

EXACT ACCOUNT NAME [redacted] CONGREGATION OF JEHOVAH'S WITNESS

This *Primary Account* will be debited for all fund transactions and donations processed by EFT.

**BANK ACH CONTACT:** [redacted]

*Name of Bank Official* *Title* *Phone Number*

**SIGNATURES:** ***(At least two must be authorized signers on the above account to authorize these EFT transactions.)***

[redacted]

*Presiding Overseer or Authorized Signer* *Secretary or Authorized Signer* *Service Overseer or Authorized Signer*

☒ *We would like to use this optional* **SECONDARY ACCOUNT** *for Property Loan Payments.*

**DEPOSITORY:** This *Secondary Account* is a ☒ Checking ☐ Savings account. (*select one*)

NAME OF BANK [redacted]

BRANCH ADDRESS [redacted]

CITY [redacted] STATE [redacted] ZIP [redacted]

TRANSIT/ABA NO. [redacted] ACCOUNT NO. [redacted]

EXACT ACCOUNT NAME [redacted] Congregation of Jehovah's Witness

This *Secondary Account* will be debited for all Property Loan Payments ***ONLY*** processed by EFT.

**BANK ACH CONTACT:** [redacted]

*Name of Bank Official* *Title* *Phone Number*

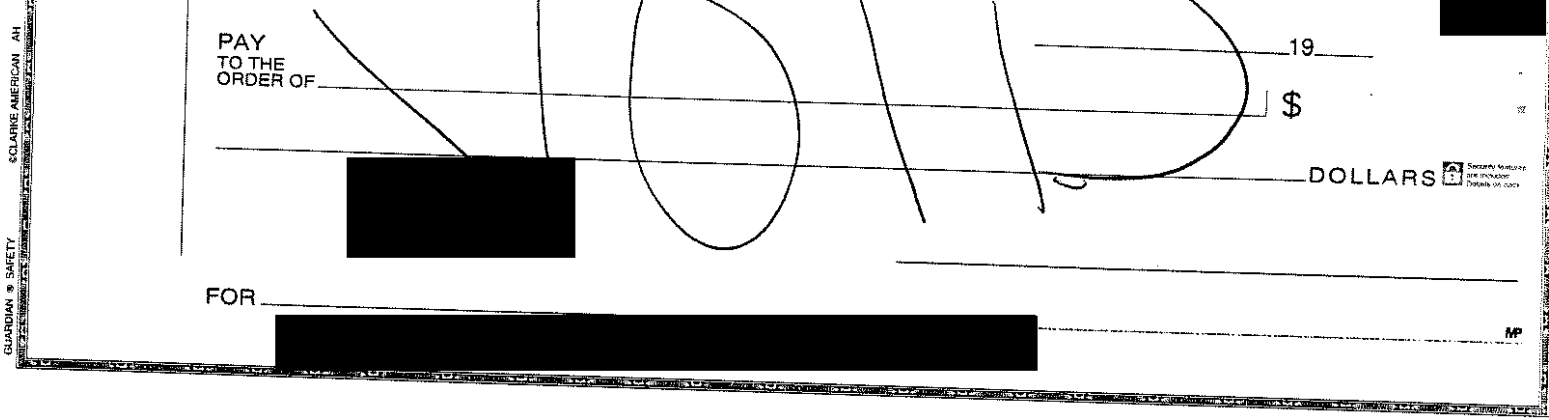
**SIGNATURES:** ***(At least two must be authorized signers on the above account to authorize these EFT transactions.)***

[redacted]

*Presiding Overseer or Authorized Signer* *Secretary or Authorized Signer* *Service Overseer or Authorized Signer*

This authority is to remain in full force and effect until **WATCHTOWER** has received written notification from us of its termination in such time and in such manner as to afford **WATCHTOWER** and **DEPOSITORY** a reasonable opportunity to act upon the revised instruction.

**IMPORTANT: ATTACH VOIDED CHECK(s) FOR EACH CHECKING ACCOUNT THAT WILL BE DEBITED TO CONFIRM CORRECT TRANSIT/ABA AND ACCOUNT NUMBERS.**




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BROOKLYN, NEW YORK 11201-2483, U.S.A.

[redacted]

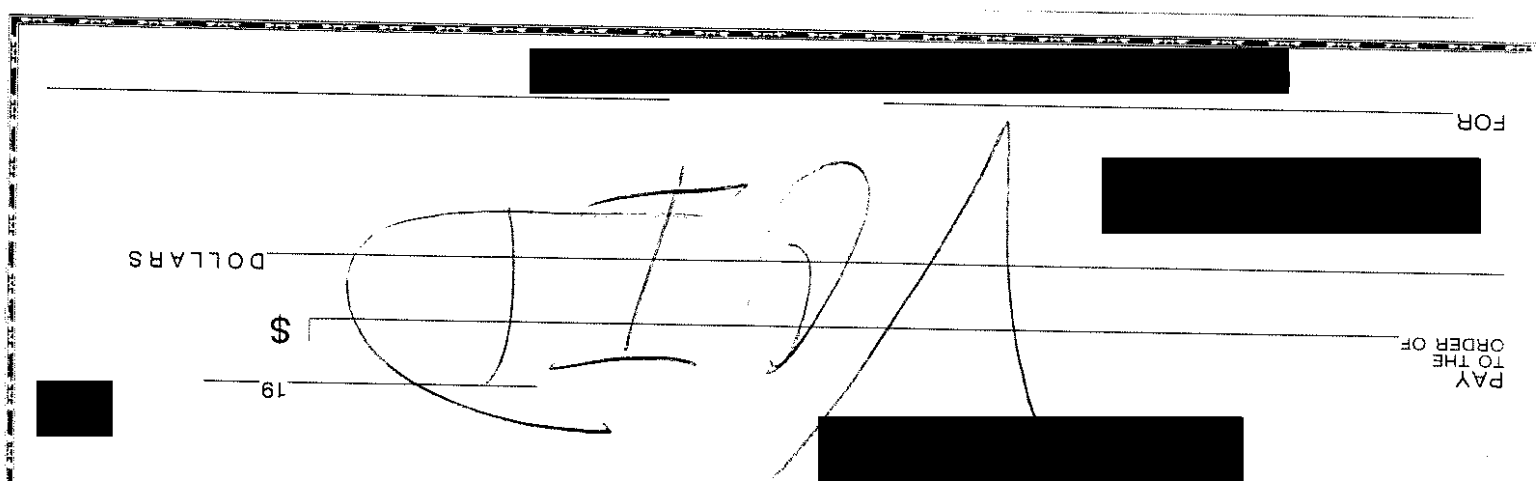
EFT INQUIRY FORM

Cong. No. [redacted] Cong. Name: [redacted]

At this time, ☒ we would, ☐ would not, be interested in the use of personal computers in making Electronic Funds Transfers to the Society. We are ☐ presently using or ☒ have access to this type of equipment.

[redacted]
(*Presiding Overseer*)

*Watchtower Bible and Tract Society of New York, Inc.*
If writing regarding the above please return this slip.



WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

OFFICE OF THE SECRETARY AND TREASURER
25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A.
PHONE (718) 625-3600
FAX (718) 875-7446

December 1, 1997

TO: ALL BODIES OF ELDERS IN THE UNITED STATES

**Re: Watchtower Electronic Funds Transfer System**

Dear Brothers:

In May of this year the Society notified all bodies of elders in the United States of the development of a new means of transmitting monthly remittances. The *Watchtower Electronic Funds Transfer System (WEFTS)* was designed to simplify the process of sending funds to the Society and having these funds applied to the appropriate accounts. Much effort has already gone into the development of this system and we are pleased to advise you of its current status.

Many congregations responded immediately to our request for bank account information and electronic funds transfer authorization. This allows *WEFTS* to initiate an ACH debit transaction, which transfers the amount specified by a congregation from their bank account to the Society's bank account. In August, 275 congregations from around the United States were selected for a live test of the system. Since that time nearly 4,000 congregations have been enabled and authorized to use *WEFTS* for making their monthly remittances to the Society. This has both decreased the process time required to properly apply these funds to the congregation's account with the Society and increased the speed of making these funds available for the Society's use.

We would like to take this opportunity to express our appreciation to all of the congregations that responded so quickly to our initial May 15, 1997 letter inviting your participation in this program. If you have not yet returned your *Authorization Agreement For ACH Debit / Credit Transactions* we would like to request that you do so as soon as possible. It may be helpful to review the Society's above-mentioned letter, which outlines the function of this electronic funds transfer system.

Provided below are answers to some of the questions asked in connection with the use of this electronic funds transfer system:

- **Do we need a computer to use *WEFTS*?**
  No. All that is required is a touch tone telephone. If a touch-tone telephone is set to pulse, once connected to *WEFTS* this setting must be changed to tone in order to communicate with *WEFTS*.

- **Do all banks use the ACH system?**
  By far the majority of commercial banks are part of the Automated Clearing House (ACH) system, although all bank personnel may not be familiar with this system since it is typically used by

businesses rather than individuals. Be sure to talk directly with a bank officer when completing your authorization form. Some savings banks and credit unions are not ACH capable.

- **What should we do if our bank is not ACH capable? Should we change banks?**
  A decision to change banks should only be made by the body of elders after carefully considering the full effect of such a move on handling the congregation's banking. It may be more appropriate to first write to the chief executive officer of the bank, and inquire as to any plan or schedule for the bank to become part of the ACH network. If you do decide to change banks please notify the Society as soon as a new account is established.

- **Do we make a separate call to *WEFTS* if paying on a property loan?**
  No. Even if you specify on your authorization form that you will use a secondary account for making property loan payments, a separate call is not required. *WEFTS* supports the use of a secondary account for making property loan payments only, and a single *WEFTS* call will generate a separate ACH transaction from the secondary account.

- **How soon will these transactions appear in our bank account?**
  The Society closes all *WEFTS* call batches from the previous 24 hours and forwards these ACH transactions to the bank once each business day at about 1:00 p.m. EST. At present, the ACH transfer should settle at the close of the next business day. These transactions should actually appear in your account on the second business day.

- **From which account will our *KHAA* donations be taken?**
  All *KHAA* donations will be debited from the congregation's primary bank account. This is true even if the congregation uses a secondary account to collect funds for a property loan shared by other congregations. In this instance, you will need to transfer funds for the *KHAA* donation from the secondary to your primary account to cover the *WEFTS* transaction.

- **Who will have authority to make these funds transfers?**
  Each congregation enabled to use *WEFTS* is given a confidential authorization number. The body of elders must decide who will be entrusted with that number. Those brothers who have been given that number are thus authorized to transfer funds from the congregation to the Society.

- **Can the Society's office change the amounts on these ACH transfers?**
  No. For security reasons *WEFTS* only allows the congregation to initiate an ACH transaction. The Society's office personnel cannot change any of the amounts on these transfers.

- **What if we make an error on a *WEFTS* transaction?**
  *WEFTS* repeats back each amount entered and requests a verification of that amount before proceeding to the next. It also states the total amount to be transferred and requests verification of this amount. If despite these safeguards an error has been made, you should call the Society's Treasurer's Office as soon as possible and advise us of the nature of the problem. If the *WEFTS* batch has been closed and it is not possible to stop the transaction, then our Accounting Office will make the appropriate adjustment to your account and advise you as to how you should proceed.

WATCH TOWER
BIBLE AND TRACT SOCIETY OF PENNSYLVANIA
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PHONE (718) 625-3600 FAX (718) 875-7446

December 22, 1997

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

We thank all of you for your individual contributions in making the Kingdom Hall Assistance Arrangement (KHAA) so effective. We appreciate very much the efforts the local and Regional Building Committees have made in rebuilding damaged properties and the loving way in which you have cared for those who have been injured while working on Kingdom Halls or while attending meetings. The long-range, positive effects of such sincere effort in caring for Kingdom Halls and Jehovah's sheep cannot be overestimated.

Some property losses have involved Kingdom Halls where the congregations have not updated their property values as listed with the Society for many years. At this time we are requesting that all congregations provide us with an updated appraisal of the value of their Kingdom Hall. If help is needed in making the appraisal, one elder from the congregation or congregations should be selected to take the lead in contacting the Regional Building Committee for assistance. After all of the features of the Kingdom Hall have been noted and appraised, please report the correct figure to the *Risk Management Office* using the revised Property Description Form (T-50) sent to you in November.

Also enclosed is an Accident Information sheet. Please take a few minutes to familiarize yourselves with these procedures before filing this information where it will be readily accessible in the event that an accident takes place at your Kingdom Hall.

Thank you for your attention to this important matter of updating Kingdom Hall values. We pray for Jehovah's continued blessing upon the Kingdom Hall Assistance Arrangement and thank you for your loyal support.

Your brothers,

Watch Tower B. & T. Society
OF PENNSYLVANIA

Encl.

cc: Regional Building Committees

# ACCIDENT INFORMATION

## KINGDOM HALL ASSISTANCE ARRANGEMENT

*(PLEASE KEEP THIS IN AN ACCESSIBLE PLACE FOR READY REFERENCE IN CASE OF AN ACCIDENT)*

### ACCIDENTS AT KINGDOM HALLS OR ASSEMBLY HALLS:

1. Please ensure that the injured party receives appropriate medical attention as soon as possible. In most instances it is best to call for an ambulance if transport to a medical facility is necessary.

2. If **any medical treatment is required**, please phone the Society's *Risk Management Office* at (718) 625-3600 **within 48 hours** to report the accident. This should be done even if the individual has personal insurance and will not be submitting any bills to the congregation.

3. Keep in close touch with the injured party and his family to see what further assistance may be needed in the home, etc. If the injured is not one of Jehovah's Witnesses, kindly offer to provide additional assistance and make needed arrangements. Show genuine Christian love and concern.

4. Do not make any statements of responsibility or liability about the cause of the accident to the injured or any other party, including governmental officials.

5. Appoint an experienced, mature elder to ensure that matters are cared for as outlined in the letter *Key Facts About the Kingdom Hall Assistance* of October 1995.

6. Complete an *Accident Notice Report* (T-5) within one week. To provide necessary information on the *Accident Notice Report*, please ask the following:

   a) What were you doing when the accident occurred?
   b) How did the accident happen?
   c) What injury did you suffer?
   d) Do you have any type of medical coverage (including Medicare or Medicaid)?

7. If the injured party has personal insurance, encourage him to present his medical expenses to his insurance program. Kindly explain that the Kingdom Hall Assistance Arrangement is based on donated funds and that all expenses incurred are borne by the congregations.

8. Report the accident by phone if there is any threat or mention of legal action. Generally this would only occur if a worldly person happened to injure himself on your property. If this should happen, please obtain his name and address as well as the names and addresses of any witnesses, along with a full description of the incident.

- **What do banks typically charge for this ACH service?**
  Since the banks have found that these electronic transfers are far less expensive to process than conventional checks, we have found very few banks that charge a fee to the holders of an account that is debited by these ACH transactions. If your bank charges a transaction fee, we would appreciate knowing their policy on this matter.

- **How much time should we allow for deposited checks to clear?**
  You can request a funds availability schedule from your bank in order to determine when they will make funds from deposited checks available to you. Generally, checks drawn on a local bank will clear in one to three days. Checks drawn on out of town banks may take up to ten days to clear. Since an ACH transaction settles much faster than a check, it is important to know your bank's funds availability policy if funds from deposited checks are needed in order to make your *WEFTS* transaction.

- **Is there a penalty fee charged if we do not have sufficient funds in our account?**
  As with a check, the transaction will be rejected and returned to the Society if there are not sufficient funds in the account to cover the transfer. The banks generally charge the same insufficient funds fee for an ACH transaction as they do for a check. These fees are usually imposed both on the congregation and on the Society. It is important to be sure that sufficient funds are available in the account to cover any *WEFTS* transactions.

- **Are the Instructions for Congregation Accounting affected when using *WEFTS*?**
  Yes. When congregations receive their letter authorizing the use of *WEFTS* they also receive the *Revisions To Instructions For Congregation Accounting* (S(d)-27) and complete instructions for using the system.

- **Will we automatically be sent the required forms for making *WEFTS* transactions?**
  Yes. Along with your authorization letter, you will receive two *Record of Electronic Funds Transfer (*T(d)-62) forms. An additional supply for the year will be included in your next literature shipment.

- **Does the Society have a preference whether we use *WEFTS* or remit by check?**
  Yes. If at all possible, the Society would prefer that congregations use *WEFTS* for making their monthly remittance rather than using a check.

We trust that the above information will prove helpful. We appreciate your participation and cooperation in helping the Society make the best use of the funds that are being contributed to fulfill our commission to publish the good news in the days remaining. We wish you Jehovah's continued rich blessing on your efforts to fully accomplish your ministry.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

cc: Traveling Overseers

WATCH TOWER
BIBLE AND TRACT SOCIETY OF PENNSYLVANIA

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A.
PHONE (718) 625-3600
FAX (718) 797-3032

# INFORMATION REGARDING CONTRIBUTIONS TO THE SOCIETY

[1] *INTRODUCTION.* We thank you for your inquiry concerning the proper procedure for making contributions to the Society. Some inquiries we receive pertain to gifts made during the lives of the givers and others pertain to gifts that are to be effective upon death. The purpose of this letter is to respond in general to all these inquiries so that potential donors have a better idea as to how they might leave whatever property they want to the Society to be used to advance Kingdom interests.

[2] *NO SOLICITATION.* Please understand that this information has been prepared for the sole purpose of answering these inquiries and is not in any way to be considered a solicitation.

[3] *PURPOSE OF CONTRIBUTION.* We understand that any contribution to the Society that you might make is an expression of your love for Jehovah and that the purpose for any contribution is to assist the Society in preaching the "everlasting good news." (Revelation 14:6) To be acceptable to the Society, any contribution would need to be completely voluntary, and appropriate legal steps should be taken to ensure that your wishes are carried out. We hope that you find the following information helpful.

## GIFTS DURING LIFETIME

[4] *MONEY.* Gifts of money may be made to the Society in any amounts at any time. Such contributions should be made to WATCH TOWER BIBLE AND TRACT SOCIETY OF PENNSYLVANIA and mailed to the Society at the address given below or if you are located in a country outside the United States, mailed to the branch office for that country. Please accompany any gifts of money with a brief letter stating that such is sent to the Society as a gift.

[5] *OTHER PROPERTY.* Gifts other than money can also be given to the Society during your lifetime, should you so desire. This could include jewelry, stocks, bonds, mortgages receivable, notes receivable and other property from which the Society can eventually benefit. If you wish to give such to the Society, you should write the Society at the address given below, and inform it of your desires, and a description of the property to be given. The Society will write in reply, informing you if the gift can be accepted and giving information as to how to make the transfer to the Society.

[6] *REAL ESTATE.* In the event that you have some interest in real property that you are thinking about giving to the Society, it is generally preferable that you sell the real estate and then use the proceeds as you wish, including any contribution that you want to make to the Society. If you want the Society to receive the real estate upon your death, then a provision can be made to this effect in your will, as indicated below. If you decide that you would rather deed the real estate to the Society while you are alive, it is important that the Society first be consulted before this step is taken. In some cases a transfer of the real estate to the Society followed by an immediate sale on behalf of the Society would be a practical way to handle the matter. In any event, if you wish to contribute to the Society any interests that you own in real estate while you are alive, you should first contact the Society to determine how to proceed.

[7] *ACKNOWLEDGMENT.* All gifts are acknowledged by the Society when they are received. Thus you will know that the Society has received your gift.

## GIFTS WITH SPECIAL PROVISIONS

[8] *GIFTS OF MONEY WITH SPECIAL PROVISIONS.* It is possible for money to be given to the Society under a special arrangement which provides that in case of personal need, the money may be returned to you. This arrangement meets the needs and wishes of many persons. Upon request, the Society will be glad to send more information regarding this conditional donation arrangement. If you want such information, write to the Society at the address given below, and ask for information on the *conditional donation arrangement.*

[9] *SPECIAL PROVISIONS PERTAINING TO OTHER PROPERTY.* Other property also can be given to the Society during your lifetime under special provisions so that, if you have a financial need and make a written request, the property may then be returned by the Society in a reasonable period of time. Such special arrangements can be made in respect to stocks, bonds and other similar property. This arrangement places title to property in the Society during your lifetime. It ensures the Society's possession of the property in the event of your death. If this arrangement is desired, then write to the Society at the address given below, informing the Society of your contemplated gift and inquiring as to how to proceed.

[10] *EFFECT OF SPECIAL PROVISIONS.* The effect of making this arrangement through these special provisions is to allow property to be placed in the name of the Society, but you may have it returned to you during your lifetime. This ensures that upon your death the remaining property shall go to the Society, thereby avoiding the expense, time, and uncertainties that could otherwise be related to the probate of such property. Many of these special provisions also have certain tax benefits favoring the donor or creator of the provision.

## INSURANCE

[11] Frequently persons desire the Society to be the beneficiary of their life insurance policies. If you desire to name the Society as beneficiary of insurance, you, as the insured, the person who owns the policy, are responsible to request your insurance agent or the insurance company to designate the new beneficiary as: WATCH TOWER BIBLE AND TRACT SOCIETY OF PENNSYLVANIA, a nonprofit corporation with office and principal place of business at 25 Columbia Heights, Brooklyn, New York 11201. If the Society is named as beneficiary in an insurance policy, we would like to be informed. If you have no objection we would like to have the policy filed with us for safekeeping after the Society has been designated as beneficiary.

## SAVINGS BANK ACCOUNTS IN TRUST FOR SOCIETY

[12] *PROCEDURES.* Frequently persons have funds that they would like the Society to have in the event of death, but want to retain ownership, interest, and possession for personal needs that might arise while they are alive. To accomplish this they have put these funds in savings banks or savings and loan associations in accounts in their names, but which accounts are "in trust for WATCH TOWER BIBLE AND TRACT SOCIETY OF PENNSYLVANIA." In some states and some banks this arrangement can be made. The state regulations and also the regulations of individual banks vary

from place to place. To set up such an arrangement, you, the depositor, must discuss it with an officer of your savings bank or savings and loan association and be assured that such an arrangement is possible. Your social security number ought to appear on the account, and all interest or dividends during your lifetime will be yours. You will have complete control and ownership of this account while you are alive, and upon your death, ownership will pass to the Society.

[13] *NOTIFICATION TO SOCIETY.* If such an arrangement is established, you should write a letter to the Society stating that the account has been set up and indicating the title of the account, the name and address of the bank or association, and the number of the account. This information will be held by the Society for any needed future reference. In addition to taking the above steps to open the account and inform the Society, request that the bank write a letter to the Society or to you which states that, in the event of your death, the funds will be paid to the Society. Include in your letter what steps need to be taken by the Society to receive payment of the funds. If the letter is sent to you, please forward a copy to the Society, and in this way you will be assured that your desires will be carried out and the Society will also be apprised of the situation.

## WILLS

[14] *PREPARATION.* If you desire to prepare a will, you ought to see a qualified attorney in your state. Prior to seeing your attorney, you should determine how you wish your property to be distributed and who you want named as the executor and the substitute executor. Normally gifts made to the Society through a will are deductible for estate and inheritance tax purposes, and normally there are not any limitations as to the amounts or property that can be given to the Society. However, it would be wise for you to discuss these matters with your attorney. You will need to be assured by your attorney that these things can be done under the laws of the state in which you live. You may want to discuss in advance with your attorney what his fees will be for preparing the will.

[15] *DESIGNATION OF THE SOCIETY.* The Society is properly named in a will as: WATCH TOWER BIBLE AND TRACT SOCIETY OF PENNSYLVANIA, a nonprofit corporation with office and principal place of business at 25 Columbia Heights, Brooklyn, New York 11201. If your attorney has further questions he can contact the Legal Department of the Society.

[16] *EXECUTION AND NOTIFICATION TO SOCIETY.* Your attorney is responsible to guide you in the execution and witnessing of your will. This is a very important part of having your will prepared and completed. If there is any question of your ability to make a will and sign it, it may be appropriate to have your attorney obtain a signed statement from at least one doctor attesting to your competency so that the will may not be contested later. Your attorney could also prepare an affidavit reflecting the circumstances and your competency. Also, you may want to have a provision in your will that waives any bond that otherwise might be required of the executor. A bond is sometimes difficult to obtain and results in costs that might not be necessary. The original of your will should be kept in a safe place. A will that makes the Society a beneficiary ought to be filed with the Society at the address given below. If the original is kept by you, then it would be helpful to notify the Society and executor as to its location, sending a copy of the will to the Society. You may also want to file with the Society a list of names and addresses of your relatives and a general list of your property and its location. This will aid in saving time and expense which otherwise would have to be borne by your estate.

## TRUSTS

[17] *INTRODUCTION.* Probate is the process which distributes the estate of a deceased person through a court. This is usually adequate for the majority of small and medium-sized estates. For larger estates, the legal procedures and requirements involved in probate may take substantial effort, time, and money. For such estates, an instrument exists that enables you to avoid probate upon your death. This instrument is called a *revocable living trust* and it has been in existence for many years. A *revocable living trust* can also help you avoid court involvement in appointing a guardian or conservator to legally act in your behalf in the event of your incapacity.

[18] *KINDS OF TRUSTS.* There are several kinds of trusts, and understanding them may help you to determine if a trust is appropriate for you. 1) A *trust* is a separate entity created, administered, and distributed according to the language within it. 2) An *irrevocable trust* is one that cannot be revoked or changed after it is created. 3) A *revocable trust* is one that normally can be revoked or changed at any time. 4) A *testamentary trust* is created after death by a written will that is probated. 5) A *charitable remainder trust* is a type of trust that may be considered when property having a substantial value is involved, since its main purpose is to reduce income and estate taxes. 6) A *revocable living trust* is normally created for you while you are alive and contains provisions that give you complete control and flexibility. If you become incapacitated, the living trust can contain provisions for your care, and if you die, it contains provisions for distribution of property within it. Court proceedings that otherwise might be necessary as a result of your incapacity and probate proceedings upon your death can each be avoided for property within the living trust. The living trust can thus be a substitute for a will, which is effective only through probate.

[19] *CREATION OF A TRUST.* In the event that you might want to consider having a trust prepared for you, it would be advisable to contact a qualified attorney to discuss the matter. Since it is a document that is created for you, its written provisions are very important. Make sure that the attorney preparing it for you is very familiar with your desires, family, and property so that he can prepare it properly. If it is a revocable living trust, you can be the trustee, the one that administers and manages the property within the trust in accordance with its provisions. You could amend it or revoke it at any time. It is essential that you name a successor trustee to take care of matters in the event you become incapacitated or die. The Society should *not* be named as a successor trustee since it does not have the legal ability to be a trustee. The trust controls only assets that are inside it so that, if you do establish a trust, transferring property into it is important. The trust can, by its terms, terminate upon your death or continue for a period of time for the benefit of whomever you designate. If you want to name the Society as a beneficiary of property in the trust after you die, you can include this in the trust. If you do so, we would appreciate receiving a copy of the trust. Please mail it to the Society at the address given below and we will retain it in our files. It would also be helpful to have information pertaining to property that is ultimately to be distributed to the Society as well as any amendments to the living trust that you may later make.

[20] *APPROPRIATENESS.* The appropriateness of a revocable living trust for you will depend upon a number of things, including the property that you own, your health and family situation, and the availability of a successor trustee. It is important that you discuss these things with an attorney who is experienced and well qualified in estate planning. The cost of establishing a revocable living trust will normally be substantially more than the preparation of a will but, because probate can be avoided, long-term costs and the expenditure of time can be substantially reduced. Though such a trust may have many pages, the concept, purpose, and administration should be simple.

## CONCLUSION

[21] *ADDRESS OF THE SOCIETY.* We appreciate your inquiry and hope that this information has been helpful to you. If you have any further questions, you should write to the Society as follows: WATCH TOWER BIBLE AND TRACT SOCIETY OF PENNSYLVANIA, Office of the Secretary and Treasurer, 25 Columbia Heights, Brooklyn, New York 11201.

The Society sends you its warm Christian love.

Watch Tower B. & T. Society
OF PENNSYLVANIA

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, [redacted]

OFFICE OF THE SECRETARY AND TREASURER
25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A.
PHONE (718) 625-3600
FAX (718) 875-7446

[redacted]

[redacted]

BODY OF ELDERS

**CONFIDENTIAL**

[redacted]

Re: Electronic Funds Transfer Remittance Authorization

Dear Brothers:

This is to inform you that your congregation has now been authorized to send donations and payments to the Society via the *Watchtower Electronic Funds Transfer System (WEFTS).* We have received your bank account information and your account is now set up for electronic funds transfers.

For your convenience we have provided a toll-free number that is to be used exclusively for *WEFTS. Please keep this number confidential.* The number is **1-800-932-5169.**

You will be prompted to enter your congregation number and a four-digit authorization number for verification. The authorization number should only be given to those brothers responsible for handling your congregation's financial transactions. *Please keep this number confidential.* Your authorization number is [redacted]

You may begin using this system rather than mailing a check for contributions and payments. *Instructions for Watchtower Electronic Funds Transfer System (T(d)-63)* and additional accounting instructions are enclosed to help you become acquainted with *WEFTS.*

We are providing copies of the *Record of Electronic Funds Transfer Form (T(d)-62)* to be used with *WEFTS,* additional forms will be sent under separate cover. This form should be filled out and signed by the responsible brothers before making the electronic funds transfer. If you experience any problems using the *WEFTS* system, please contact the Treasurer's Office during regular working hours. However, if you have any questions pertaining to your Congregation Account, contributions, or normal accounting procedures, please continue to contact the Accounting Office.

We trust this new arrangement will prove to be beneficial for your congregation and the Society. Thank you for your participation in this new arrangement.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Enclosures [redacted]

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

January 20, 1998

TO ALL BODIES OF ELDERS

Dear Brothers:

At the recent Kingdom Ministry School, the Society announced that very soon a program called "Pioneers Assist Others" would be instituted in the congregations. Under this arrangement, regular and special pioneers who have attended the Pioneer Service School will help less-experienced publishers to become more effective in the ministry. The following outlines how the new program will function.

The service overseer will take the lead in implementing the program. He should arrange three meetings at the outset: (1) a meeting with the service committee and all book study conductors; (2) a meeting with the pioneers; (3) a discussion with each pioneer and publisher pair.

**Meeting With Service Committee and Book Study Conductors:** At the first meeting, the Congregation Service Committee and all Congregation Book Study conductors (including ministerial servants who serve as book study conductors) should consider which publishers would benefit most from assistance. Each regular or special pioneer who has attended the Pioneer Service School may be assigned to help a less experienced publisher. Good discernment should be exercised when making assignments. Pioneer brothers should be assigned to help male publishers. Pioneer sisters should be assigned to assist female publishers. Younger and relatively new pioneers may be assigned to assist young publishers of the same gender. When a minor is to participate in the program, the parent's permission should be obtained.

After the above meeting but *prior* to the meeting with the pioneers, the book study conductor should ask the publisher if he or she is willing to accept assistance. This brother will also be assigned to meet with the pioneer and publisher *after* the meeting with the pioneers.

**Meeting With the Pioneers:** Once it is determined which publishers are willing to be assisted, the service overseer and at least one other elder should conduct a meeting with all regular and special pioneers who have attended the Pioneer Service School. Using the enclosed outline, the assigned elders should build enthusiasm for the new program and help the pioneers to appreciate the privilege they have to participate in the arrangement. Each pioneer should then be informed privately which publisher he is being requested to assist. At that time, determine whether the pioneer is willing to assist such one and share in this program.

**Discussion With Each Pioneer and Publisher Pair:** Following the meeting with the pioneers, the book study conductor should hold a discussion with each pioneer-publisher pair in his study group. This will especially benefit the publisher being assisted. The discussion need not last long (perhaps only five or ten minutes) and may be held before or after one of the congregation's weekly meetings or at another mutually convenient time. Let each pioneer and publisher know their respective role. Encourage them to prepare and participate together in the ministry. Outline the need for good cooperation. Emphasize the practical aspects of the program and the benefits to be gained. While it may be helpful to provide a few specific suggestions, it is not necessary to spell out every detail. Allow the pioneer and the publisher to work matters out

between themselves. Both should understand that they can approach the service overseer at any time for assistance if this is needed.

The service overseer is responsible to keep a list of all those in the program and to monitor the progress of each one being assisted. In smaller congregations with only a few pioneers, he may be able to do this personally. In larger congregations with many pioneers, he may need to enlist the assistance of book study conductors. The service overseer and other elders should use available opportunities to work in the ministry with those being assisted in order to observe their progress and offer commendation. When the service overseer visits a book study group, he should make a special point to try to work with these publishers. Further direction can be provided as needed to the pioneers who are giving the assistance. Genuine interest on the part of the elders will help ensure the success of the program.

At quarterly elders' meetings, the service overseer should provide the body of elders with a brief report on the program. Approximately every six months, the service committee can meet with the book study conductors to make new assignments. When the circuit overseer visits the congregation, he will review the service overseer's list and offer any helpful suggestions he deems appropriate.

In some congregations, pioneers who have attended the Pioneer Service School may be few in number or may have circumstances that limit their ability to assist others. In such cases, other capable, willing publishers may be used to assist, even though they would not formally be participating in the pioneer assistance program. While not serving as regular or special pioneers, they may have attended the Pioneer Service School in the past.

The new program is not designed to fill every need in the congregation, nor is it meant to be the only avenue of assistance. For example, the Congregation Book Study conductor will continue to help those in his group to have a zealous share in the ministry. This point was emphasized in the article "Cooperating With Our Congregation Book Study Conductor," which appeared on page 1 of the February 1993 issue of *Our Kingdom Ministry*. Paragraph 4 of that article indicated that a book study conductor might arrange for a capable publisher to help another in the group who desires assistance. This may continue to be done *in addition to the new program* as needed. It is not necessary to contact the Society regarding such arrangements, as they are handled according to the good judgment of the local elders.

Upon receipt of this letter, congregations may begin implementing arrangements for pioneers to assist others. Please have the service overseer give a ten-minute talk at the next Service Meeting, explaining and building up enthusiasm for the new program. He should use selected points from the outline for the meeting with the pioneers, highlighting how the entire congregation will benefit from the special training pioneers have received and encouraging all to support the arrangement. The time allotted for the other Service Meeting parts may be adjusted accordingly.

We pray that Jehovah's rich blessing will be upon this provision to strengthen the congregations of his people, and we send with this letter a warm expression of our Christian love.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

January 22, 1998

TO ALL BODIES OF ELDERS

Dear Brothers:

As elders, all of you have been entrusted with precious privileges. At 1 Peter 5:2, the apostle was inspired to write: "Shepherd the flock of God in your care." Among other things, this requires that you diligently prepare for meetings and keep striving to improve your teaching ability when handling meeting parts. This requires much time. You need time also for personal and family study as well as time to care for other Scriptural responsibilities.

In view of this, steps have been taken to simplify the work of elders so that you will have the time needed to "make sure of the more important things." (Phil. 1:10) It is believed that the nine adjustments described below, which were presented at the Kingdom Ministry School, will serve to this end.

**1. Literature Campaign Offers:** Only two or three basic publications will be featured in literature campaigns starting with the 1999 service year. These will include the *Knowledge* book, the *Require* brochure, various tracts, and current magazines. Emphasis will be placed on starting and conducting home Bible studies. As appropriate, other publications can be placed when making return visits on interested persons. From time to time, direction will be provided in *Our Kingdom Ministry.*

**2. Reappointment of Elders and Ministerial Servants Who Move:** When an elder or a ministerial servant moves and a favorable letter of recommendation is received from the elders of the former congregation, it will no longer be necessary to wait until the next visit of the circuit overseer to recommend his appointment. The body of elders in the congregation to which the brother has moved may send a written recommendation signed by the Congregation Service Committee to the branch office for his immediate appointment if that is the decision of the body of elders. A copy of the letter of recommendation from his former congregation should be included. His appointment should *not* be announced to the congregation until an appointment letter (S-52) is received from the branch. If there is any question about his qualifications, the elders should wait until the circuit overseer's visit before recommending his appointment.

When an elder or a ministerial servant moves to another congregation, the letter of introduction that accompanies his Congregation's Publisher Record card should plainly state whether the body of elders recommends that he continue to serve as such. It would also be helpful to indicate how long he has served and what assignments he has handled. If there is any reservation about his continuing to serve, this should be clearly explained. This letter should be signed by all three members of the Congregation Service Committee, not just the secretary. (*ks91* 75) Of course, if the body of elders does not recommend that a brother continue serving as an elder or a ministerial servant, they should meet with him before he leaves and explain the reason for their decision.—See the Society's letter to all bodies of elders dated June 15, 1992.

**3. Congregation Service Committee:** This committee is being given increased latitude to make decisions in certain matters that were previously considered and decided upon by the entire body of elders. The committee will approve the use of the Kingdom Hall for weddings

and funerals. When considering a request, the service committee may ask the appropriate Congregation Book Study conductor for his comments.—See the Society's letter to all bodies of elders dated May 15, 1988.

The service committee will have the responsibility of assigning publishers to Congregation Book Study groups. As needed, the service overseer will present recommended adjustments in book study groups to the service committee for approval. Book study conductors whose groups are affected may be consulted individually, but it will no longer be necessary for the entire body of elders to meet to review such adjustments.

The service committee will continue to approve applications for regular and auxiliary pioneer service, Bethel, Gilead, Ministerial Training School, and the Kingdom Hall Construction Worker Questionnaire. Before applications are approved, comments should be obtained from the appropriate book study conductor.

While the Congregation Service Committee is being given additional authority to care for these matters, this does not mean that it now dominates the body of elders. Presiding overseers will need to coordinate matters for the smooth functioning of the congregation.—Eph. 4:16. See also *Organized to Accomplish Our Ministry,* page 42, paragraph 2.

**4. Compiling the Congregation's Field Service Report:** While the secretary has the responsibility of compiling the report, all Congregation Book Study conductors should assist in training and assisting publishers in their group to turn in their field service reports promptly. (*om* 106-8) They should also assist the secretary in obtaining missing reports before the congregation's report is sent to the branch office each month. The secretary may call upon book study conductors to contact individual publishers and obtain their field service reports.

**5. Limit the Number and Length of Elders' Meetings:** There are just four regular elders' meetings scheduled annually, which include the two meetings attended by the circuit overseer when he visits the congregation. Other elders' meetings can be arranged when necessary. (*ks91* 68) Just prior to the circuit overseer's visit, for example, the body may need to meet to discuss proposed recommendations and/or deletions along with perhaps a few other matters needing consideration in preparation for his visit. Other situations may arise that require a brief meeting of the body. However, such additional meetings of the entire body of elders should be limited to the specific purpose for which they are called.

Regular elders' meetings should last no more than two hours. When the circuit overseer visits the congregation, his meeting with the elders, including the portion attended by the ministerial servants, will be limited to two hours. This can be accomplished by providing an agenda in advance and by allotting a certain amount of time for each point to be considered. Good planning and skillful coordination will be needed on the part of the presiding overseer. Each elder can contribute by good advance preparation and by speaking on points under consideration only when he has something meaningful to add.—See 1991 Kingdom Ministry School textbook, page 71.

**6. Shepherding Publishers Who Have Chronic Problems:** These individuals can demand much of your time and attention. Try to be supportive yet balanced in the amount of time you spend on those with chronic problems. As elders you are exhorted by the Scriptures to shepherd the *entire* flock of God in your care. (1 Pet. 5:2, 3) Congregation Book Study conductors have a basic responsibility to shepherd and train all those assigned to their group. Of course,

other elders can assist. Beginning in March 1998, the circuit overseer's schedule is being adjusted to allow him more time to accompany elders on shepherding calls.

While there are no rigid rules as to how arrangements for shepherding should be handled, the following suggestions may be helpful. Elders, either individually or as a group, may set aside one evening each month to make calls. Some bodies of elders find it helpful to schedule all publishers needing personal attention to receive a shepherding visit at appropriate times. (*w*96 3/15 27) Shepherding calls at publishers' homes can be planned in conjunction with your field service in the territory. And, of course, shepherding can be done before and after meetings and while working with individuals in the ministry. For those difficult to contact, encouragement through telephone calls might suffice.

**7. Assignments in Connection With Congregation Meetings:** The number of elders in many congregations is limited, and it is appreciated that you may have many assignments. Therefore, it is generally not necessary for elders to be assigned student talks—that is, talks number two, three, or four—on the Theocratic Ministry School. Also the presiding overseer and Theocratic Ministry School overseer should try to coordinate matters so that, to the extent possible, brothers are not given assignments on both the Theocratic Ministry School and Service Meeting on the same evening.

**8. Continue to Train and Use Ministerial Servants:** Qualified ministerial servants can be used to conduct meetings for field service even when elders are present. Working under the direction of either the presiding overseer or another elder assigned by the body of elders, a ministerial servant can assist in the scheduling of public talks. A qualified ministerial servant can be used to conduct a secondary Theocratic Ministry School where there are a limited number of elders. A ministerial servant can also be used to help with paperwork related to the school. Other ways in which ministerial servants may be used to care for congregation responsibilities are found on pages 57-9 of *Organized to Accomplish Our Ministry*.

**9. Correspondence From the Society:** The various departments at the branch office will try to avoid burdening elders with forms to be completed and requests for information. Effort will be made to monitor such material closely.

In time it is hoped that additional helpful suggestions can be made to lighten the load of congregation elders. Please be assured that your diligence in serving the needs of the congregation is greatly appreciated. We take this opportunity to send a warm expression of our Christian love and best wishes.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

July 20, 1998

**CONFIDENTIAL**

TO ALL BODIES OF ELDERS

Dear Brothers:

We are here providing, for your future reference, information that was presented at the 15-hour supplementary course for congregation elders on certain serious matters.

**Child Molestation:** The Society's letter to all bodies of elders dated March 14, 1997, page 2, paragraph 5, states: *"[G]ive the Society a report on anyone who is currently serving or who formerly served in a Society-appointed position in your congregation who is known to have been guilty of child molestation in the past."* Reports indicate that some elders think this direction does not apply if before his baptism the person sexually abused a child. However, even in such a situation, the elders should write the branch office. This is true even if what occurred was many years ago. If any body of elders has not yet reported such a matter, they should immediately do so. Furthermore, any correspondence put in the confidential congregation file about an individual accused of child molestation, proven or otherwise, should be marked "Do Not Destroy" and be kept indefinitely.

In the Kingdom Ministry School Supplementary Course for Congregation Elders there was a panel discussion in Unit 5b, **"USE DISCERNMENT IN HANDLING SERIOUS MATTERS."** This portion of the course addressed questions related to the problems associated with child abuse. Question 6 to the panel asked: "What factors should be considered in determining what congregation privileges, if any, a former child molester can enjoy?" The answer included the statement: "There are also legal considerations." Some have inquired about how and why legal considerations should affect our recommendations of those who have been guilty of child abuse in the past.

Those who are appointed to privileges of service, such as elders and ministerial servants, are put in a position of trust. One who is extended privileges in the congregation is judged by others as being worthy of trust. This includes being more liberal in leaving children in their care and oversight. The congregation would be left unprotected if we prematurely appointed someone who was a child abuser as a ministerial servant or an elder. In addition, court officials and lawyers will hold responsible any organization that knowingly appoints former child abusers to positions of trust, if one of these, thereafter, commits a further act of child abuse. This could result in costly lawsuits, involving dedicated funds that should be used to further the Kingdom work. So, legal considerations must also be weighed along with the degree of notoriety, the extent of the misconduct, how many years ago the sin occurred, and how the brother is now viewed by the congregation and people in the community including those he victimized.

**Scriptural Freedom to Remarry:** The 1991 Kingdom Ministry School textbook, page 135, paragraph 1, describes a situation where an adulterous mate unilaterally obtains a divorce over the objection of the innocent mate. In such a case, the guilty one is not free to remarry.

What if the innocent mate consents to the divorce by signing the divorce papers? Does this free the guilty mate to remarry? Yes, Jesus' counsel at Matthew 5:37 applies here: "Let your *Yes* mean Yes, your *No*, No." If the innocent mate, perhaps in an effort to protect herself financially or to obtain custody of children, agrees to a divorce obtained by her adulterous husband, the adulterous one is then free to remarry. Although the innocent one may claim forgiveness, by signing the divorce papers she indicates her rejection of the adulterous mate. Since she has rejected that one, she holds no further claim on him, and he is Scripturally free to remarry.

Another situation involving the Scriptural freedom to remarry is where an unscriptural divorce is obtained and then, some time later, one of the mates commits fornication. In such a case, does either one have a Scriptural basis to remarry?

If a man takes the initiative and divorces his mate without a Scriptural basis and his divorced wife later commits adultery, both are free to remarry. This is because, by his previous unscriptural action of divorcing his wife, the husband has given evidence of his wanting to reject her. What is stated in the 1991 Kingdom Ministry School textbook, page 135, paragraph 6, applies: *"A person who commits adultery after having been divorced by his or her mate on unscriptural grounds would be Scripturally free to remarry, since he or she had already been rejected by the mate that obtained the divorce."* However, the converse is not necessarily true. If the one who initiated the unscriptural divorce later commits adultery, that one is still obligated to confess to the mate, although they are legally divorced. The innocent mate must be given the opportunity to determine whether to forgive or not. However, in both cases, the one committing adultery would need to meet with a judicial committee.

While the principles outlined above should prove helpful in handling inquiries from publishers about the Scriptural freedom to remarry, the elders should always exercise extreme caution when providing an answer. They should never inform a publisher that there appears to be a basis for Scriptural freedom to divorce and remarry, *unless conclusive evidence has been established* (1) that adultery was committed, (2) that the innocent mate has rejected the guilty one, and (3) that a legal, final divorce has been obtained. Because of the numerous factors involved in such matters, in many cases it will be best to write the Society. When doing so, always provide as many details as possible, including the names of the individuals involved. The Society will then provide the needed assistance.

When a divorced brother or sister wishes to remarry, the elders should kindly request to see the divorce papers to make sure that that one is legally free to do so. They should also determine that it has been established that both parties involved are Scripturally free to remarry. (Matt. 19:9) This will help servants of Jehovah to preserve the cleanness of the congregation and avoid entering adulterous marriages. Always review the Society's letter to all bodies of elders

dated May 15, 1988, regarding guidelines on wedding procedures before agreeing to solemnize any marriage.

Please be assured of our prayers on your behalf as you endeavor to fulfill your weighty responsibilities as shepherds of the flock. We send herewith a warm expression of our Christian love and best wishes.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

P.S. to Body of Elders: At the next meeting of the entire body of elders, the presiding overseer should have this letter read and should have each elder make the following notations in the margins of his personal copy of the 1991 Kingdom Ministry School textbook:

On page 93, next to paragraphs 10-11: See the Society's letters dated July 20, 1998; March 14, 1997; August 1, 1995; February 3, 1993; March 23, 1992; and July 1, 1989.

On page 135, next to paragraphs 1-6: See the Society's letter dated July 20, 1998.

WATCH TOWER
BIBLE AND TRACT SOCIETY OF PENNSYLVANIA

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OFFICE OF THE SECRETARY AND TREASURER
RISK MANAGEMENT OFFICE

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# KEY FACTS ABOUT THE KINGDOM HALL ASSISTANCE ARRANGEMENT

**September 1, 1998**

**(Replaces letter of October 1, 1995, which should be discarded)**

## WHAT IS THE KINGDOM HALL ASSISTANCE ARRANGEMENT (KHAA)?

The Society uses contributions designated for the KHAA to pay for property damage to Kingdom Halls as well as expenses and liability claims arising from accidents/incidents at Kingdom Halls. ***This is not a commercial insurance program.*** The Society's Risk Management Office administers the KHAA fund, using these contributions to make all payments. In addition, the fund is used to purchase commercial "excess" insurance to protect congregations and the Society from possible catastrophic losses.

If all other available avenues of aid are pursued first when a loss occurs, the KHAA funds remain available for cases of genuine need. A fine spirit is shown by those who give loving support to accident victims and provide volunteer labor for property repairs. Generally, family heads provide for their family's health needs, including accident-related expenses (w97 8/15 19,22). However, the Society is pleased to be able to render assistance when needed.

## HOW DO WE PARTICIPATE IN THE KHAA?

**Contributions** Each year you will receive a letter suggesting a contribution amount based upon the needs of all those supported by the KHAA. Please send your contribution as soon thereafter as possible.

**Existing Kingdom Halls** The replacement costs for existing structures are reported to the Society on the *Property Description Form (T-50).* All congregations that own property were asked to update their values in 1997 by filling out one of these forms. If you have not already done so, please send a completed form to Risk Management at the above address. The Regional Building Committee may be able to help you calculate the replacement cost of your building.

**Construction** Prior to beginning construction, you should complete a *Kingdom Hall Under Construction Form (T-56)* available from Risk Management. If performance or other bonds are needed, please contact Risk Management. If the building project is canceled, please inform us in writing.

**Purchased Buildings and Vacant Lots** For newly purchased buildings, you should complete a *Property Description Form (T-50).* **Vacant** lots are automatically covered by your existing account.

**Apartments** Modest apartments on Kingdom Hall property, used by traveling ministers or special pioneers, can be included by request in the KHAA.

**A Specific Certificate of Insurance** may be obtained for certain cases, such as:

- General Liability coverage for rented facilities (such as are used by some congregations for the Memorial). Also, property damage assistance for contents owned by the congregation.
- Rental equipment damage, up to $10,000 per reported rental

In order for any special coverage to be in effect or for certificates to be issued, Risk Management needs to be **notified in advance** in writing.

**Canceling KHAA Assistance** If you wish to cancel your participation in the KHAA arrangement, please notify Risk Management in writing, providing the termination date. Your participation will not be automatically canceled due to failure to make the suggested contribution, so please provide cancellation notification in writing.

## WHAT CAN WE DO TO KEEP KHAA COSTS DOWN?

**Preventive maintenance** is the key to controlling costs. Each year you will receive an *Annual Congregation Property Documents & Safety Inspection Worksheet (T-34).* Its purpose is to help you identify potential areas of property damage or accidents that could result in losses. Please take immediate action in correcting any noted problems and document the action taken. Please file the completed checklist in the file of the congregation that holds title to the property.

Of course, more is required to prevent losses than filling out a checklist once each year. Elders should take the lead in spotting and correcting potential problems and safety hazards. It is our fine attitude towards safety and maintaining our properties in good repair that enables us to operate the KHAA at a cost much lower than would be possible for other organizations through commercial insurance. Since the losses of all those that participate affect the balance of the KHAA fund, it is in everyone's interest to reduce losses.

Often steps can be taken to keep costs to a minimum after a loss does occur. In the case of **property damage**, quick action can go far in preventing further loss. For example, if a storm causes damage that results in a leak, fixing the leak prevents further damage and reduces the amount needed from the fund to care for the incident. The use of Regional Building Committees and volunteer labor can save valuable contributed funds. Careful shopping for high quality materials will prove economical in the long run.

In the case of **bodily injury**, prompt, loving care to the injured will ensure as full and quick a recovery as is possible.

## HOW TO REPORT ACCIDENTS RESULTING IN BODILY INJURY

1. **Please ensure that the injured party receives appropriate medical attention as soon as possible.** In most instances of serious injury it is best for an ambulance to transport the injured to a medical facility.
2. **Appoint an experienced, mature elder to handle the accident.** This will include ensuring that all the steps outlined in this arrangement are followed. The elder should review the information in this letter and complete an *Accident Report (T-5)* within one week. Have two brothers present while documenting the information for the form. While filling out the report, please follow the questions provided therein. **Please do not ask any other questions such as who or what may have been at fault or the cause of the accident. Furthermore, do not make any reference to any legal action.**
3. Report the accident by phone **immediately** if there is any mention of legal action or correspondence comes from an attorney. Generally, this would only occur if a worldly person was injured on your property. If this should occur, please obtain his/her name and address as well as the names and addresses of any witnesses, along with a full description of the incident.
4. **Do not make any statements of fault, responsibility or liability** about the cause of the accident to the injured or any other party, including governmental officials.
5. If **any professional medical treatment is given**, please call Risk Management at (718) 625-3600 **within 48 hours** to report the accident. This should be done even if the individual has personal insurance and will not be submitting any bills to the congregation. Please have the following information when calling: the *date* of the accident, the *name* of the injured, the *name* of the congregation, the *name* of the coordinating elder, his *telephone number*, and his *address*. You will be assisted with reminders concerning these procedures and we will be available to provide answers concerning any questions you may have.

6. Keep in close touch with the injured party and their family to see what further assistance may be needed in the home, etc. If the injured is not one of Jehovah's Witnesses, kindly offer to provide additional assistance and make needed arrangements. Show genuine Christian love and concern.

7. After you complete the *Accident Report (T-5)*, make a copy for the congregation files and send the original to Risk Management. When you receive any correspondence or bills related to the accident, please make a copy for the congregation files and forward the original to Risk Management.

The Society or its legal representative may contact the coordinating elder. Please keep in contact with the injured person if possible and notify Risk Management of any significant changes in the injured's status.

## HOW TO REPORT INCIDENTS INVOLVING PROPERTY DAMAGE

1. Appoint an experienced elder to take the lead in managing the situation.

2. Protect the property from further damage, loss, or break-in.

3. Immediately report acts of theft and vandalism to the police. Please include a copy of the Police Report with the *Property Loss Report (T-55)* when this is sent to the Society.

4. In the event of a loss for which KHAA funds may be used, please contact Risk Management for recommendations on how to proceed.

5. Within 30 days after you discover the damage or loss, please send us bills or written estimates you obtained for all repairs or replacements made necessary by the loss along with the completed *Property Loss Report (T-55)*. If you cannot do this within 30 days, contact Risk Management. (Loss estimates should not include labor costs if you are planning to use volunteers to do the work.)

In conclusion, we thank you for your careful review of the foregoing information. We are confident that all will continue to make a diligent effort to apply the suggestions set forth so that accidents, property losses and their associated costs will be kept to a minimum. May Jehovah bless our united efforts in promoting the interests of his Kingdom.

Watch Tower B. & T. Society
OF PENNSYLVANIA

Enclosures
c: Regional Building Committees
Traveling Ministers

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

September 7, 1998

ALL BODIES OF ELDERS IN THE UNITED STATES

**Monthly Congregation Statements**

Dear Brothers:

We are writing regarding the monthly New York and Pennsylvania Corporation Statements. Currently these statements report activity with the Society from the 20th of the month until the 20th of the following month. Please note that starting October 1998 the monthly accounting cycle will change. The statements will now include activity from the first day of the month until the last day of the month. As we begin this new arrangement, your October 1998 statements will also include activity from the last ten days of September. After that, they will be in regular monthly cycles from the first to the end of each month.

Due to the change, your congregation statements will arrive later in the month from now on. However, *this will not change when you should remit your monthly contributions and payments*. Please continue remitting contributions and payments no later than the 6th of each month as you are presently accustomed to doing. Thank you for your cooperation in this matter.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

[redacted]

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

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September 25, 1998

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

Throughout the years, publishers in many municipalities have encountered official interference with their door-to-door ministry. Usually relying on some type of solicitation ordinance, officials threatened publishers with arrest or fine if they continued the door-to-door ministry without first obtaining a solicitor's permit or license. The Society has consistently maintained that publishers are not solicitors and that they do not need to obtain a permit or license to talk to people about matters of public interest and the Bible. Nevertheless, we know that some congregations have elected not to conduct the door-to-door ministry in parts of their territory, in order to maintain peace and good relations with government officials, perhaps recalling Paul's counsel to "be peaceable with all men."—Romans 12:18.

In order to ensure that we are covering our territory with the good news of the Kingdom, the Society is interested in learning the extent to which congregations may not be covering portions of their territories because officials are applying a municipal ordinance to prohibit or interfere with the door-to-door ministry. Therefore, if you are *not* now conducting the door-to-door ministry in a portion of your territory because officials are applying a municipal ordinance to such activity, the secretary should send the Society's Legal Department (Post Office Box 8000, Patterson, New York 12563-8000) a letter *by October 30, 1998*, stating the following information:

- Municipality's (city, village, town) name.
- Approximate number of people living in your territory.
- Approximate number of people living in your territory who reside in the municipality.
- Approximate last date the territory was worked door to door.
- Names of other congregations (including foreign-language congregations) that have territory in the same municipality.

The Legal Department will then contact those congregations that send a letter to determine whether more can be done legally to resume the door-to-door ministry in the affected territory.

Thank you for helping us in our efforts to legally establish the good news. (Philippians 1:7) Please accept an expression of our warm Christian love and greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

c: Traveling Overseers

[redacted]

# Information About the Society's Health-Care Durable Power of Attorney (DPA) Forms*

**1. Should all baptized publishers fill out the DPA forms?** [As stated in the December 1995 *Our Kingdom Ministry* Question Box, "it is a personal decision each one must make. However, ... we should seriously consider whether we have done all we can to keep ourselves free from a God-dishonoring blood transfusion.—Prov. 9:9."]

**2. Should publishers fill out both the Medical Directive card and the DPA form?** [Yes, if they want the best protection against an unwanted blood transfusion. Unlike the Medical Directive card, the DPA forms are based on or are patterned after statutory forms that hospitals and doctors throughout the U.S. are now quite familiar with. Indeed, at the time of admission most hospitals will hand patients a similar-type form to fill out. In addition, these forms cover important information that could not be included on our Medical Directive card, such as (1) specific language regarding minor blood fractions and autologous blood, (2) instructions for other health-care matters such as end-of-life decisions, and (3) provisions for formally appointing an agent to make health-care decisions for the Witness patient when he is unable to do so for himself. Thus, it is important to indicate on our Medical Directive card that we have filled out a DPA.]

**3. Should DPA forms be filled out only by those going into the hospital?** [No, they may be filled out by all baptized publishers since time and unforeseen occurrence can befall us all. (Ecclesiastes 9:11) Just as we fill out the Medical Directive card in the event of some unexpected medical crisis, we should do likewise with these more detailed forms. Also, these forms address serious health-care questions that require much time and forethought. Thus, it could be a mistake to wait until entering a hospital when other urgent concerns or even one's physical condition could make filling out the form more difficult, if not impossible.]

**4. May <u>elders</u> approach baptized elderly ones or those who may not fully understand the importance of these forms to assist them in filling them out?** [Yes. The elders will probably save themselves and others much time and anxiety by spending time helping such ones before a medical crisis arises.—Proverbs 22:3.]

**5. May DPA forms be given to "unbaptized publishers"?** [Yes, if the person is dedicated and soon to be baptized. Of course, unbaptized publishers should recognize the seriousness of refusing a blood transfusion under any and all circumstances.]

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* The title of the health-care durable power of attorney forms the Society's Legal Department has prepared vary from state to state depending on state law. For example, California's form is called a "Durable Power of Attorney for Health Care," Michigan's form is called a "Health Care Directive and Designation of Patient Advocate," New York's form is called a "Health Care Proxy," etc. Because there are so many different titles to these forms, the Society's Legal Department has generally referred to them as DPA (Durable Power of Attorney) forms in this information sheet.

(over)

**6. May DPA forms be given to minors?** [Yes, especially baptized minors. Baptized minors may also wish to execute a new form each year on or after their birth date, until the age of 18. The younger the minor, however, the less likely it is that a court will honor such a form.]

**7. May responsible brothers be appointed as health-care agents for publishers in the congregation?** [Yes. However, both the prospective agent and the person selecting an agent should carefully read the entire section entitled "Health-Care Agent" in the question-and-answer guide which accompanies each DPA. This information will help all concerned understand the seriousness of being a health-care agent.]

**8. May publishers leave a copy of their completed DPA with the secretary to be included in the congregation files?** [Yes. The congregation secretary can include them in the congregation files. More important, each individual should also provide copies to his doctor, agent, alternate agent, etc., as recommended in the question-and-answer guide.]

**9. If a publisher resides in one state and goes to a Kingdom Hall in another state, which state's form should he fill out?** [The form for the state in which the publisher resides.]

**10. If a publisher is scheduled to have surgery at a hospital located in a state that is not his state of residence, should the publisher execute a DPA form for the state in which the hospital is located?** [This answer varies from state to state depending on the law. Please call (or write) the Society's Legal Department in Patterson, New York at (914) 878-7000, for the answer to such questions.]

**11. If the congregation is in need of additional DPA forms, what should be done?** [As the September 20, 1995, letter from the Society's Legal Department explained, each congregation should keep originals on hand to make their *own* good, clear 8½" x 11" single-sided photocopies. (It is no longer necessary to make double-sided copies in the folder-type format.) If for some reason the congregation's originals are damaged and additional originals are needed, you may write the Society's Legal Department.]

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

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October 1, 1998

TO ALL BODIES OF ELDERS

Dear Brothers:

How thrilling it is to see Jesus' words being fulfilled before our very eyes: "This good news of the kingdom will be preached in all the inhabited earth for a witness to all the nations; and then the end will come." (Matthew 24:14) While all Kingdom publishers are fellow workers with God in the Kingdom-preaching and disciple-making work, the pioneers are at the forefront. (1 Corinthians 3:9) You are to be commended for your ongoing efforts to encourage and support them. In this letter, we would like to consider some ways you can assist the pioneers to continue in their precious privilege of full-time service.

**Practical Ways to Assist the Pioneers:** One reason some pioneers find it necessary to relinquish their privilege of service is health problems. While health care is a personal matter, elders can encourage pioneers to maintain their strength by eating nutritious meals, keeping a reasonable schedule, and getting sufficient rest. If you observe a pioneer who lacks balance in one of these areas, it may be helpful to share an appropriate *Awake!* article on the subject.—*g*97 6/22 11-13; *g*95 6/8 17-19; *g*90 6/8 14-16.

Another reason some stop pioneering is to care for financial obligations. In many cases, changes in circumstances make this unavoidable. (Ecclesiastes 9:11) However, some pioneers have had to discontinue because of a failure to keep their eye simple, becoming preoccupied with material possessions, pleasures, and the anxieties of life. You can help pioneers to maintain a proper balance in such matters by being alert to commend them for their fine example of putting spiritual things first in their lives and by setting a proper example yourself.

Most pioneers make a fine contribution to the peace of the congregation, but at times some have problems getting along with others. How can you assist such ones? By kindly helping them to appreciate that pioneers must be peacemakers. (1 Peter 3:11) As exemplary Christians, they need to pursue peace in all their dealings with others, both inside and outside the congregation. Their being peacemakers will contribute to the joy of the entire congregation and will result in blessings from Jehovah.—*w*91 3/1 20-5.

Perhaps the finest way elders can encourage the pioneers is by working with them in the field ministry on a regular basis. (*ks91* 25) In addition to the interchange of encouragement that takes place when sharing together in this activity, doing this provides you with an opportunity to show a personal interest in them. If a pioneer is experiencing some difficulty, he or she may take advantage of the occasion to discuss it with you. Providing a listening ear and a word of encouragement at such a time may be just what a pioneer needs to continue in full-time service. (Proverbs 25:11) Therefore, make it your aim to work with each of the pioneers in your congregation at least once during the current service year.—Colossians 4:11.

**Promote the Pioneer Spirit:** Those with the pioneer spirit have a positive attitude toward the ministry and are zealous for fine works. (Titus 2:14) Many publishers would like to pioneer but are unable to do so because of their circumstances. Yet, they do all that they can in the ministry and are supportive of the pioneers. Their attitude and actions reveal that they have the pioneer spirit. Those serving as regular pioneers must also display the pioneer spirit.

How can you as elders promote the pioneer spirit in the congregation? Primarily, by cultivating the pioneer spirit yourselves. When you take the lead in displaying a positive attitude toward the ministry, your example speaks for itself. Others will imitate your zealous spirit, and the entire congregation, especially the pioneers, will benefit. (Hebrews 13:7) Furthermore, Jehovah's blessing will be upon the fine spirit shown by the congregation.—Philippians 4:23.

**Pioneers Assist Others:** Congregations that have been diligent in implementing the Pioneers Assist Others program are experiencing fine results. Since the new program has now been functioning in most congregations for about six months, Congregation Service Committees should again meet with the book study conductors to make new assignments. The Society's letter to all bodies of elders dated January 20, 1998, instructed these brothers to "consider which publishers would benefit most from assistance" when making assignments. This means that they should consider which publishers *have the most potential to make progress in the ministry* from the assistance being offered. Good discernment should be exercised in this regard.

In some congregations, pioneers have been assigned to assist individuals who were weighed down with intractable personal or spiritual problems and who appeared to have little potential to benefit from the assistance being offered. Such assignments generally produce few positive results and often prove to be draining to the pioneers. Therefore, it is usually advisable for the elders to give shepherding attention to such individuals rather than using the pioneers to assist them. Of course, there is no objection to assigning a pioneer to assist an irregular or inactive one if it is felt that the person will really make progress and is truly in a position to benefit from the program.—See also the September 1998 *Our Kingdom Ministry*, page 4.

We wish to express our appreciation for the fine efforts you are making to assist the pioneers. Regarding such efforts, the words of Hebrews 13:16 well apply: "Do not forget the doing of good and the sharing of things with others, for with such sacrifices God is well pleased." We pray that Jehovah will richly bless your efforts in shepherding the portion of his flock entrusted to your care. Please accept herewith our warm Christian love and greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

**Note to the Congregation Service Committee:** Accompanying this letter is an outline for the December meeting with the regular pioneers. Please arrange well in advance for two elders to conduct this meeting. Other elders may attend. This meeting should be well prepared so that it is an encouragement to the pioneers to go on doing Jehovah's will zealously.

WATCH TOWER
BIBLE AND TRACT SOCIETY OF PENNSYLVANIA

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OFFICE OF THE SECRETARY AND TREASURER
RISK MANAGEMENT OFFICE

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October 15, 1998

TO: ALL BODIES OF ELDERS PARTICIPATING IN THE
KINGDOM HALL ASSISTANCE ARRANGEMENT (KHAA)

Dear Brothers:

The inspired Bible record of the early Christian congregation informs us of several instances where true worshipers in one area who found themselves in financial need due to unforeseen occurrences were assisted by fellow believers who lived elsewhere. This is in harmony with the principle found at 2 Cor. 8:14,15, where Paul explains how one congregation's surplus might offset another's deficiency.

In our day there has been a tremendous increase in the size of the organization while at the same time the world has grown increasingly unstable and dangerous. Wisdom therefore dictates that we now plan ahead for "unforeseen occurrence" and prepare to assist one another. One provision by means of which this assistance is rendered is the KHAA.

We are entering the tenth year of this arrangement through which designated contributed funds are used to pay for property damage to Kingdom Halls as well as expenses and liability claims arising from incidents at Kingdom Halls. These funds are also used to purchase catastrophe coverage to protect the Society's assets here at headquarters and other major locations. Jehovah's blessing on the fine spirit of cooperation and conscientious support that all have shown makes it possible to continue to provide this assistance without any change in the amount of the suggested contributions since the program's inception.

Attached is the suggested contribution for the KHAA for your congregation(s) covering the accounting period of October 1, 1998, to October 1, 1999. When remitting your contribution via the Watchtower Electronic Funds Transfer System (WEFTS), enter the amount at the telephone prompt designated Kingdom Hall Assistance Arrangement. This prompt is accessed under the "other donations or payments" menu. Please **do not** include this contribution with any payments on your Congregation Account. If your congregation is able to contribute the entire amount now, this would be greatly appreciated. If this is not possible, please forward as much as you can afford and then any additional amounts when you are able to do so.

The Society is pleased to administer this arrangement by which all congregations can share in assisting one another. We join you in praying for Jehovah's blessing on our efforts to properly care for our buildings and all those who turn to such centers of true worship to learn more about our Grand Creator.

Your brothers,

Watch Tower B. & T. Society
OF PENNSYLVANIA

**P.S. Please note that the next to last paragraph applies only to the congregation which holds title to the property and makes remittances to the Society in connection therewith.**

c: Traveling overseers

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

October 15, 1998

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

With Jehovah's blessing, the good news about the Kingdom continues to be declared without letup. (Acts 5:42) Today, as in Paul's day, God's people are manifesting zeal in the preaching work and look to reach as many people as possible with the message of salvation. (Rom. 1:14-16) Each year hundreds of thousands of deserving ones from around the world respond to these efforts and learn the truth.—Matt. 10:11.

As we search people out and talk to them wherever they are, we come in contact with those who live in territories assigned to other congregations. When such a person shows interest, what should we do? The September 1996 *Our Kingdom Ministry,* page 4, suggests that we try tactfully to obtain the name, address, and telephone number of the individual. Then we should pass this information along so that the congregation assigned to care for the territory where the person lives can follow up on the interest. To ensure that such referrals are cared for in an orderly manner, you will be pleased to know that the Society is making available a new Please Follow Up form (S-43) that will be used by publishers in the ministry. Its purpose is twofold.

**Following up on interest:** First, the Please Follow Up form will be used to record information about an interested person who lives outside your congregation's territory. Why will such a form be so useful? Many people work full-time and are often not at home when we call. So an increasing number of publishers are taking the initiative and discreetly preaching to people everywhere—in parking lots, shopping malls, factories, offices, businesses, schools, gas stations, hotels, restaurants, laundries, airports, on public transportation, the street, and so forth. Some are also creating opportunities to witness informally while relaxing at parks, recreation sites, campgrounds, or on vacation. With greater emphasis on sharing in these forms of witnessing, we are thus speaking with more and more people living outside our congregation's territory, especially in metropolitan areas. The Please Follow Up form will provide an easy and convenient means to make a note of the interest so that the form can be sent to the appropriate congregation for follow up. It has space on the back for remarks to explain briefly what the person has shown interest in and what literature, if any, was placed. By our conscientious use of this form, we will contribute to good organization and hopefully provide help to interested ones.

**Locating individuals who speak another language:** Second, the Please Follow Up form will be used to make a note of people, whether in your congregation's territory or not, who speak another language, including sign language. Generally, it should be used for this purpose even if the individual does not show interest in the Kingdom message. In this way, arrangements can be made for the person to hear the good news in the language that he best understands.

When you meet a person in the house-to-house ministry or elsewhere who does not speak your language, try to determine the language that he or she does speak. The booklet *Good News for All Nations* may be helpful in this regard, as it contains a brief printed message in 59 languages. After you have determined the householder's language, fill out the follow-up form. While it may not always be possible to get the person's name and telephone number, it is important to list the language and address accurately. For further instructions on what to do when contacting those who speak another language, see the October 1993 *Our Kingdom Ministry,* page 7. The new form replaces the Foreign Language Follow-Up Slip (S-70a), which was used formerly for this purpose.

In some cases, it may not be necessary to fill out the form. For example, most Spanish-language congregations in the United States are acquainted with the whereabouts of Spanish-speaking people who live in the territory. This is also true of other heavily concentrated language groups. Furthermore, it may be that you know for a certainty that there is no congregation, group, or publisher available in a nearby area to develop interest in a particular language. If so, you may decide to accept the challenge of witnessing to that person yourself. (*km* 2/98 p. 4) In these cases, there may not be a need to fill out the form. On the other hand, a foreign-language congregation or group would no doubt appreciate assistance in locating people who speak their language, even if their territory is widely scattered, provided an interested one does not live too far away.

After filling out the Please Follow Up form, it should be given directly to the congregation secretary or placed in the box for field service reports at the Kingdom Hall. The secretary will endeavor to locate the congregation, group, or publisher who speaks that language nearest the area where the interested person lives. He may contact the city overseer or the circuit overseer for assistance in determining where to forward the form. If it is still not possible to determine the appropriate congregation or group after following these steps, the form may be sent to the Society for handling.

A supply of the Please Follow Up form will be sent to your congregation after November 1, 1998. Upon receipt, the service overseer will make sure that the forms are made available to everyone. Each publisher should be alert to use the forms as needed. If your congregation runs out of its supply before the end of the service year, additional quantities may be ordered on the Literature Request Form (S-14).

May Jehovah continue to bless our efforts to reach all people with the good news. With this letter we send our warm Christian love and greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

PS to the presiding overseer: Please have this letter read at the first Service Meeting following November 1, 1998.

[ There are no BOE Letters in the collection for 1999 ]

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

June 30, 2000

TO ALL PRESIDING OVERSEERS AND SECRETARIES IN THE UNITED STATES

Dear Brothers:

A supply of service forms for your congregation's use during the 2001 service year will be shipped to you soon. Included with the forms package will be a list of all the forms and quantities that should be enclosed. Please take time to verify that the forms and quantities shown on this sheet were actually received. If any item is missing, the secretary should immediately write the Society at the address above, ATT: [redacted]

Please use these forms judiciously. It is quite expensive for the Society to process and ship these forms. Care should always be taken to ensure that information that is in the congregation's files or that is sent to the Society is neat and legible. It may be necessary to remind some that the forms should not be used as scratch paper or for taking notes. Some congregations provide a supply of scratch paper so that the brothers will not use forms for that purpose. When a form is used, needless waste can be avoided if brothers correct minor errors rather than discard the form. In addition, please make sure when storing forms that none are concealed by other forms of a similar size.

Upon receiving the annual forms packages, the coordinating congregation should promptly forward to each congregation within its Kingdom Hall Literature Group the appropriate size and language of forms package. This information will be found on the packing list accompanying the literature shipment. If a secondary congregation has not received its annual package of forms by September 1, it should check with the coordinating congregation.

You will note that the Literature Request Form (S-14) contains changes. Please destroy any remaining 1999-2000 forms. Use only the 2000-2001 form.

Two copies of revised Instructions for Congregation Accounting (S-27a) will be included with this year's forms shipment. One copy should be reviewed carefully by both the presiding overseer and secretary and then placed in the congregation file. The other copy should be reviewed carefully by the accounts servant and then placed in the accounts current file. All previous printings of this form should be destroyed.

The Advance Medical Directive/Release (md) cards and Identity Cards (ic) included with this yearly supply of forms are not to be given out now (with the exceptions mentioned below) but should be held until further direction is given at the end of the calendar year.

The November 1990 and September 1992 *Our Kingdom Ministry* inserts are provided so that the secretary can have these on hand to give to newly baptized individuals. These items can be made available right after baptism along with the Advance Medical Directive/Release card. (Also, if these newly baptized ones have any unbaptized children, you may wish to acquaint them with the Identity Card many parents use for their children.) Take some time to explain the use and value of these items to these new brothers and sisters. Additionally, when elders review with baptismal candidates the questions on the subject of blood from *Organized to Accomplish Our Ministry,* pages 190-1, these items can be mentioned and the candidate can be told that he will receive them when he is baptized. If any who have been baptized since the beginning of this year have not received these inserts and cards, please make sure that they receive this vital information.

The Memorial invitations (mi) for 2001 should be stored neatly so that they will be in good condition when needed in the spring.

The preprinted envelopes are to be used as follows: *Blue envelopes* are used only when corresponding regarding judicial matters; *yellow* envelopes are used only when forwarding subscriptions to the Society; and "REPORT DESK" envelopes are used only for mailing the monthly Congregation Report (S-1). Please make certain that these special envelopes are used as specified. No other correspondence should be included in them.

We would appreciate it if you now take the time to verify that the names and addresses appearing on your last statement, packing list, and magazine shipment labels are correct. If any corrections are needed, please advise the Society at once by using the appropriate form—S-29, S-36, or M-206.

We appreciate your diligence in seeing to it that all congregation forms are used for their intended purpose and that all outdated forms are properly discarded. With this we send our warm Christian love and best wishes.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

July 1, 2000

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

From time to time, questions arise as to the extending of hour credits to regular pioneers who are asked to assist on different theocratic construction projects. These involve work on Kingdom Hall and Assembly Hall construction projects. Thus, we are pleased to supply the following information.

Primarily, the Society would like pioneers to concentrate on the field ministry with as little interruption as possible. There is still much to do in 'the harvest work.' (Matt. 9:37, 38) At times, however, some pioneers have special skills that are not otherwise available. When that is the case, they may be approved to receive hour credit toward their pioneer hour requirement for the time spent in working on a project, preferably on one involving their own congregation or circuit. Details regarding this arrangement were discussed previously in the Society's letter of April 15, 1998, to all bodies of elders in the United States.

**Kingdom Hall and Assembly Hall Construction:** Only those on the Regional Building Committee or Assembly Hall Building Committee supervising the project are to authorize the use of regular pioneers with special skills. As with all skilled volunteers, a pioneer who is used on a project would remain only until his specific job is completed. Then he returns to his home and congregation. This provision would not apply to other Assembly Hall or Kingdom Hall work after the major construction is completed. Hour credits could be extended to a skilled pioneer—even when working on his own Kingdom Hall—if this is done at the request of the regional committee and the pioneer has submitted a Kingdom Hall Volunteer Worker Questionnaire (S-82) that has been approved by his body of elders.

**Procedure for Posting Hour Credits:** When a pioneer's assistance is authorized by a Regional Building Committee or an Assembly Hall Building Committee, what procedure should be followed in extending hour credits? Pioneers should receive from the committee in charge of the project a Field Service Report slip (S-4) with the number of hours spent working on the project shown on the back of the slip. This slip should be signed, acknowledging the time noted, only by a Society-appointed member of the committee. A member of the Regional Building Committee (for Kingdom Hall construction) or Assembly Hall Building Committee (for major Assembly Hall construction) should sign the slip. The slip is then to be turned in to the congregation secretary by the pioneer. In posting the pioneer's Congregation's Publisher Record card, the congregation secretary should note in the box where hours spent in field service are normally posted only the actual hours spent by the pioneer in field service. (Some time should be spent in the ministry during the month.) Time spent on special projects should not be included with field service hours. The time for which an individual received credit should be noted in the "Remarks" column on the Congregation's Publisher Record card.

How much credit should be noted for a pioneer sharing in such projects? Those properly authorized are given credit for hours actually worked, up to the extent that the total number of hours actually spent in field service plus time spent on special projects does not exceed the monthly goal of 70 hours. No credit will be carried over to any other month.

We trust your having this information will aid you in caring for the pioneers in your congregation. We very much appreciate the zeal and effort being put forth by our faithful pioneers. As those taking the lead in the ministry, they are accomplishing much good. We know you brothers will continue to do what you can to assist and support them, helping them make a success of their ministry. We send our warm Christian love.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

cc: Traveling Overseers
Regional Building Committees
Assembly Hall Committees
Assembly Hall Building Committees

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

August 1, 2000

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

The Society is interested in providing good and timely service in shipping literature so as to fully meet the needs for literature in the congregations. At the same time, it is our desire to provide this service by the most practical and economical method, thus making good use of donations to the Society's worldwide work. Therefore, we are writing at this time to comment on various methods of shipping literature, arrangements for expedited service, and the size of congregation literature inventories.

**Literature Distribution Through Assembly Halls and Other Distribution Centers:** For many years literature has been distributed to congregations in the United States through Assembly Halls and other locations. The support by congregations of this voluntary arrangement has been very much appreciated. Shipping literature direct to these Literature Distribution Centers (LDC) and having congregations pick their literature up has saved the Society thousands of dollars. For example, the cost to ship one 40-pound carton of literature directly to a congregation in Los Angeles, California, via a commercial service is $13.97. However, the cost to ship the same carton to an Assembly Hall in the Los Angeles area as part of a larger shipment is $2.25.

Of course, more than just shipping costs are involved in the use of an LDC. For instance, there are significant costs involved in maintaining and operating these LDC facilities. Additionally, there is the time and expense for brothers to pick up literature from the LDC for delivery to the congregations. As the LDC arrangement has grown over the years, it has been reported that some congregations have made exceptional arrangements to support an LDC, that it is located many miles from their congregation. Though this is done with good intention, at times it has resulted in excessive time and cost on the part of the brothers in an effort to save the Society shipping costs.

With this in mind, the Society is interested in making a review of how extensively the LDC arrangement is being used. If you now participate in the arrangement, or if your congregation is within 50 miles or one hour driving distance of an LDC, we have enclosed a brief questionnaire. Two Shipping Address and Kingdom Hall Literature Group Information (S-36) forms and two Literature Routing Information (F-239) forms are also enclosed. Please fill out and return the questionnaire by October 1, 2000, along with one copy of any of the forms that are appropriate. Keep a copy of the completed forms for your file. If there is more than one congregation in your Kingdom Hall and you are part of a Kingdom Hall literature group, only the coordinating congregation should return the form(s). However, prior to doing so, they should consult with representatives of each body of elders in the group to ensure they are accurately expressing the general feelings of the congregations involved.

Support of an LDC is voluntary. We recognize that some congregations outside the recommended range have brothers who, in caring for their secular work, are regularly near the LDC, and so obtaining literature there does not require an extra trip. In other cases, even congregations within driving range may find it more practical to have their literature shipped directly to the congregation shipping address.

**Expedited Shipments:** Since each congregation or Kingdom Hall literature group is able to submit a monthly literature request, your literature needs should be well cared for. However, at times circumstances may require that you request expedited shipments of literature. For example, expedited shipping may be requested for the current or the next month's literature offer, or for items needed for meetings or conventions. Expedited shipments should be requested by the coordinating congregation and the additional shipping expenses will be billed to the congregation. An example below shows a comparison of the cost of shipping a 40 pound carton of literature by regular ground service, two-day express, and overnight service.

| | |
|---|---|
| Ground Service (5-7 days) | $5.00 to $13.97 |
| Two business days | $21.99 to $55.05 |
| One business day | $32.81 to $68.80 |

You may also request expedited service for items needed for the field ministry in languages that are not stocked in your Kingdom Hall. The publisher who requests such items should be encouraged to contribute to cover the additional shipping costs. Though we are pleased to expedite a shipment when needed, use of this more costly service should not become a substitute for good planning. The example below shows the relative costs to ship a package containing one of the Society's paperback books and one of the Society's brochures.

| | |
|---|---|
| Ground Service (5-7 days) | $1.13 |
| Two business days | $5.30 to $7.26 |
| One business day | $10.87 to $15.66 |

**Literature Inventory:** Based on information provided at the end of the last service year, many congregations in the United States have over a five-month supply of literature. While congregations should maintain an adequate supply of literature for use in the field ministry, we do not want excessive resources tied up in literature inventory. It is recommended that congregations strive to maintain between a two and three month supply of literature and other items needed for use in the field and for congregation meetings. The literature coordinator and those working with him should try to project future literature needs accurately and request items regularly, rather than placing large requests that will last for many months. This will require keeping in mind how long it normally takes for a literature shipment to arrive from the Society when determining the amount of literature you need to keep on hand.

Thank you for making note of these points and for responding to this survey. It would be good to keep this letter in your files and provide a copy to the brothers handling the literature.

Be assured of our warm Christian love and greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Enclosures

cc: Traveling overseers
Literature Distribution Center overseers

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

September 8, 2000

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

You will be pleased to know that the Society has produced a 45-minute video entitled *Our Whole Association of Brothers.* This video portrays the unified efforts of the whole association of brothers in preaching, in helping one another in times of disaster, and in meeting together.

This video was prepared primarily for Jehovah's Witnesses and their Bible students. Its purpose is to build appreciation for the worldwide brotherhood by focusing on three aspects of our worship—namely, field service, relief efforts, and meetings. The presentation will motivate viewers to have a full share in field service and other activities of our whole association of brothers.

We are confident that this new video will be encouraging to all because it features the blessings of being part of the worldwide brotherhood. Congregations may submit their requests for the English edition beginning September 2000. Other language editions will be announced as they become available.

We trust that Jehovah will bless all who watch this video. Additionally, we take this opportunity to thank you for your generous donations to the furtherance of our worldwide preaching work. We send you our Christian love and best wishes.

Your brothers and fellow servants,

Watchtower B. & T. Society
OF NEW YORK, INC.

Attachment

PS: Please note that only the English edition is available at this time. As other foreign-language editions become available, you will be notified in the usual manner.

Please have this letter read to the congregation at the first Service Meeting after its receipt. Then post it and the printed sample on the information board.

# WATCH TOWER

BIBLE AND TRACT SOCIETY OF PENNSYLVANIA

OFFICE OF THE SECRETARY AND TREASURER
25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A.
PHONE (718) 560-5000 FAX (718) 560-7446


[redacted] 2000

PIONEER SERVICE SCHOOL [redacted]

[redacted]

Dear Brothers and Sisters:

Your donation in the amount indicated below has been received and is being used for the advancement of our worldwide preaching work. We would like to express our appreciation for your generosity.

Jesus, in his great prophecy concerning the last days, stated: "This good news of the kingdom will be preached in all the inhabited earth for a witness to all the nations; and then the end will come." (Matthew 24:14) Our objective is to bring hope to fellow humans of all nationalities by means of this Kingdom message. Our Bible-based publications presently have been translated into 360 languages. During the last year alone, publications were provided for the first time in 25 additional languages. This has enabled our message to reach a further 34,000,000 people worldwide.

The expenses incurred from such translation efforts are defrayed by voluntary donations such as yours, and we very much appreciate your support.

With you in advancing the good news,

Watch Tower B. & T. Society
OF PENNSYLVANIA

P.S. Your check [redacted]+ was processed on [redacted]/2000 without any goods or services provided to you in return.

Society's Worldwide Work [redacted]

*(Please use document number [redacted] on any correspondence relating to this donation.)*

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 Columbia Heights
Brooklyn, NY 11201-2483

OFFICE OF THE SECRETARY AND TREASURER
RISK MANAGEMENT OFFICE

Phone (718) 560-5000
Fax (718) 560-8877

October 1, 2000

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

All of us are concerned for the safety and well-being of those gathering at Kingdom Halls to worship Jehovah God. In recent months the Society has received reports of accident-related injuries and potentially hazardous circumstances at some Kingdom Halls. Since similar situations may exist in other congregations, we are bringing these matters to your attention so that you may take any advisable precautionary measures.

**1. Hazardous chemicals:** The October 8, 1999 *Awake!* article "Protect Your Child From Accidents" advised as follows regarding household chemicals: "Store them out of the child's reach in a lockable cupboard. Keep them in their original containers so that they are clearly identified. Keep strict watch over the products as you use them, and always put them away, even if you leave the room for only a moment." Elders may use these points as guidelines to make sure that children are not harmed by chemicals used in cleaning or maintenance at the Kingdom Hall.

**2. Trip hazards:** Several injuries have occurred when someone failed to notice a step they had to walk up or down. Usually these accidents happen where there are only one or two steps between surfaces such as driveways, sidewalks and entryways. Good construction designs can minimize such hazards but may not eliminate them entirely. Signs and high-visibility color strips along surface edges are two means of reducing accidents caused by such missteps. Any speed bumps and parking space "stops" should be placed and marked in such a way as to reduce the likelihood of someone tripping over them.

**3. Outdoor lighting:** Consideration should be given to providing adequate lighting in all pedestrian traffic areas, including parking lots. In addition to reducing the likelihood of nighttime injuries, good lighting may also enhance security.

**4. Platform safety:** Chairs should not be set up close to stairs or the edge of platforms. Program participants should be able to move their seats back to stand up and otherwise move around as needed without being so close to the edge that one false step might result in them falling off.

We know that you share our concern for the welfare of the friends and guests and will follow through on these matters and in other ways do what is necessary to ensure that all who come to the Kingdom Hall have a safe visit. May Jehovah bless your efforts as you continue to work hard in so many ways in support of His Kingdom.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

cc: Traveling Overseers
Assembly Hall Committees

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

October 5, 2000

**TO ALL BODIES OF ELDERS IN THE UNITED STATES**

Dear Brothers:

This is to provide further information regarding the arrangement for individuals to reserve rooms at the Patterson Inn, located adjacent to the Watchtower Educational Center, in Patterson, New York. A few *Patterson Inn Room Request* forms are provided with the accompanying letter dated October 5, 2000, regarding the *2001 Recommended Lodging List*.

As stated in that letter, these arrangements are only for baptized Jehovah's Witnesses and their minor children, all in good standing with the congregation. A *Patterson Inn Room Request* form may be filled out by any member of the congregation that meets the above criteria. Once it is filled out, the form should be given to the congregation service committee for review. They should verify all information on the application, sign it, and then promptly return the form to the publisher listed on line No. 1 for mailing.

As they review completed *Patterson Inn Room Request* forms, the congregation service committee should consider the overall situation of the individual(s) requesting accommodations. It would be best not to recommend the following:

- Groups composed entirely of single brothers and single sisters (married publishers who will not be accompanied by their mates are viewed as single).
- Individuals who are presently experiencing difficulties in their lives. Especially where these difficulties involve problems in the family, the elders will want to exercise discretion when considering a publisher who will not be accompanied by his or her mate. It is best not to submit any requests for persons with such problems.

Please do not leave it to the Society to inform any applicants that they do not qualify. You should kindly inform them why you do not feel you can recommend them to stay at Patterson.

In connection with those recommended to stay at the Patterson Inn, it would be a kindness to refer them to the October 5, 2000, letter to all congregations in the United States. This letter provides further details and reminders, such as the need to exercise due caution while in the New York City area, as well as the need for proper dress and grooming while at Bethel.

Once the form has been received and processed, the applicant will receive a written confirmation from the Society regarding the request. All requests must be submitted in advance following the above procedure. There is no provision for obtaining a room without a confirmed reservation.

Please refer to these guidelines when considering every request submitted. We appreciate your assistance in assuring that this arrangement is upbuilding and motivating for all who are able to make use of this provision.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

c: Traveling overseers

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

October 10, 2000

TO ALL BODIES OF ELDERS

Dear Brothers:

The past year has brought fine increase in the ministry, showing that Jehovah's people "are not the sort that shrink back . . . but the sort that have faith." (Heb. 10:39) The number of those making themselves available to serve as pioneers is especially noteworthy. An all-time peak for the United States branch territory was reached in December 1999, with 94,522 regular pioneers reporting. Many of these are pioneering for the first time, as can be seen by the fact that 20,248 attended the Pioneer Service School during the 2000 service year, nearly double the 10,818 that were enrolled the previous year. There is a need for the elders to help these new pioneers to make a success of their ministry. As the May 15, 1996, *Watchtower*, page 29, states: "A new pioneer minister may need time and encouragement before he or she attains the balance needed to succeed as a full-time Kingdom proclaimer." Longtime pioneers also need to keep making advancement in order to be productive and happy pioneers. Consider four ways that you, as elders, can encourage the pioneers and help them to find joy in their ministry.

*The first way is by showing sincere personal interest in them.* The Kingdom Ministry School textbook, page 24, says: "Make a periodic check to see what encouragement pioneers need, and assist them in practical ways. . . . Arrange to work with them in field service on a regular basis." Are the pioneers getting support for the ministry? Are there adequate arrangements for meetings for service? Are they experiencing health problems, financial difficulties, or other challenging circumstances? Has their share in the Pioneers Assist Others program been a positive experience? (It would be good for the service overseer to review the reminders regarding the Pioneers Assist Others program that were provided in the S-201 letter dated October 1, 1999.) Pioneers appreciate it when elders show an interest in them and make an effort to render assistance where needed.

*A second way you can encourage the pioneers is by helping them to improve their skills in the ministry.* Of course, many pioneers are already very effective in presenting the good news and in helping interested ones to progress spiritually. But others, particularly newer pioneers, may need assistance to achieve a balanced ministry. For example, some enjoy sharing in street work or witnessing in other public places but do not see the importance of having a regular share in door-to-door witnessing with a view to starting Bible studies. Other pioneers are effective in making initial calls but do not know how to cultivate the interest they find. Still others place much literature but need to learn how to converse with people, to reason from the Scriptures, and to reach the heart.

How can you provide assistance in a way that will build them up? *Work with them* in the ministry. *Show by your example* how they can improve their art of teaching. And *make positive*

*expressions* about aspects of the preaching and teaching work to which they might give greater attention. For example, if you notice that a pioneer rarely uses the Bible when sharing in field service, prepare a simple but effective presentation that includes a Bible text, and use it the next time you work with that pioneer. If a pioneer reports few return visits, arrange to make several return visits the next time the two of you work together, so he can see how you cultivate the interest of those with whom you have spoken previously. Avoid focusing on the pioneer's deficiencies; rather, provide a positive example for him to imitate.—Heb. 13:7; 1 Pet. 5:2, 3.

*A third way to encourage the pioneers is to give them commendation.* Pioneers do much to build up the spirit of a congregation. After attending the Pioneer Service School, one pioneer was moved to write: "As pioneers, we can contribute so much more than 70 hours per month. We can share our heartfelt expressions with our congregations and can play an important role in upbuilding and encouraging others. We have learned to follow Jesus' fine example in this, always doing so with a humble heart and a willing spirit." Do you not agree that pioneers who have such an upbuilding spirit are a blessing to the congregation? Be alert, therefore, to notice the contribution being made by the pioneers, and regularly let them know how much you appreciate it.

*A fourth way you can strengthen the pioneers is to pray for them.* You can, of course, do this in your private and family prayers, as well as when making shepherding calls on the pioneers. However, you can also express your appreciation and concern for the pioneers when you represent the congregation in prayer to Jehovah. Many pioneers find it very encouraging when elders do this.—Eph. 6:18-20.

We appreciate that, as elders, you have many responsibilities and that individually you may be limited in what you can do for the pioneers. However, if each elder does something to encourage even one pioneer, much good will result. Thus, we encourage each of you to consider how you might put into practice the four ways discussed in this letter to strengthen the pioneers. Your loving efforts will without doubt receive Jehovah's blessing.

Please be assured of our warm Christian love and our prayers in your behalf as you shepherd the congregation of God entrusted to your care.—Acts 20:28.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

**Note to the Congregation Service Committee:** Accompanying this letter is an outline for the December meeting with the regular pioneers. Please arrange right away for two elders to conduct this meeting. The elders should be well prepared so that the meeting is truly encouraging to the pioneers. Other elders may attend.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 Columbia Heights
Brooklyn, NY 11201-2483

OFFICE OF THE SECRETARY AND TREASURER
RISK MANAGEMENT OFFICE

Phone (718) 560-5000
Fax (718) 560-8877

October 15, 2000

TO: BODIES OF ELDERS OF TITLEHOLDING CONGREGATIONS PARTICIPATING IN THE KINGDOM HALL ASSISTANCE ARRANGEMENT (KHAA)

Dear Brothers:

We are now entering the twelfth year of the Kingdom Hall Assistance Arrangement through which designated contributed funds are used to pay for property damage to Kingdom Halls as well as expenses and liability claims arising from incidents on Kingdom Hall property. Jehovah's blessing on the fine spirit of cooperation and conscientious support that all have shown makes it possible to continue to provide this assistance without any change in the amount of the suggested contribution.

Attached is the suggested contribution for the KHAA for your Kingdom Hall property covering the accounting period of October 1, 2000, to October 1, 2001. When remitting your contribution via the Watchtower Electronic Funds Transfer System (WEFTS), enter the amount at the telephone prompt designated "Kingdom Hall Assistance Arrangement". This prompt is accessed under the "other donations or payments" menu. Please **do not** include this contribution with any payments on your Congregation Account.

Please note that the contribution must be forwarded by using the titleholder's congregation account and not any other account such as the operating committee's fund. If your congregation is able to contribute the entire amount now, this would be greatly appreciated. If this is not possible, please forward as much as you can afford at this time and then the additional amount when you are able to do so.

The Society is pleased to administer this arrangement by which all congregations can share in assisting one another. We join you in praying for Jehovah's blessing on our efforts to properly care for our buildings and all those who turn to such centers of true worship to learn more about our Grand Creator.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

LEGAL DEPARTMENT
100 WATCHTOWER DRIVE, PATTERSON, NEW YORK 12563-9204, U.S.A.
PHONE (845) 306-1000
FAX (845) 306-0709

November 1, 2000

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Holding Title to More Than One Kingdom Hall Property or to a Kingdom Hall Property Not Occupied by Your Congregation

Dear Brothers:

It is the Society's desire that congregations only hold title to the Kingdom Hall it occupies. If your congregation's corporation or trustees holds title to more than one Kingdom Hall or holds title to a Kingdom Hall that your congregation does not occupy, please send the following information by January 1, 2001, to the Society's Legal Department, Attn: Desk LPJ, 100 Watchtower Drive, Patterson, New York 12563:

- Copy(ies) of document(s) showing ownership of the property(ies) (usually a deed).
- The street address of each Kingdom Hall owned.
- The articles of incorporation or trustee documents (with all amendments) of the title holding entity.
- A list of the congregations occupying each Kingdom Hall.
- If you have one, the letter from the Society approving your holding title to multiple Kingdom Halls or holding title to but not occupying a Kingdom Hall.

After the Legal Department has reviewed the documents, you may be contacted regarding adjustments that may be needed. We take this opportunity to convey our Christian love and warm greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

[redacted] December 2, 2000

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

With this letter all congregations in the United Sates are receiving revised health-care durable power of attorney (DPA) forms and Advance Directive Guides, both of which are dated January 2001 (1/01). The DPA form may be provided to each baptized publisher who requests one whereas one guide per family should be sufficient. Publishers who have filled out the previous DPA form should fill out the revised form to take advantage of its new provisions. The congregation secretary should keep one DPA form and one Advance Directive Guide as originals for duplication purposes only. Thus, if more forms or guides are needed, the congregation secretary should make good quality, single-sided photocopies of these documents.

As each state has its own DPA form, publishers should use the form for the state in which they reside. If there are publishers who reside in a neighboring state, the congregation secretary should obtain an original form and guide for that state from a nearby congregation in that state. The secretary may then make good quality copies from that original form and guide and should keep the originals for duplication purposes. If obtaining a form and guide for a neighboring state is not practical, upon request the Society's Shipping Department will send one set of the materials for that state.

Additional information regarding the DPA will be provided in the January 2001 *Kingdom Ministry*. However, if you have questions about these revised materials, please do not hesitate to call the Society's Legal Department at (845) 306-1000. May Jehovah bless your efforts as you do all you can to uphold his law on 'abstaining from blood.'—Acts 15:28, 29.

With you in Kingdom service, we are

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Enclosures

P.S. Unused copies of the previous DPA form and question-and-answer guide should be discarded.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

LEGAL DEPARTMENT
100 WATCHTOWER DRIVE, PATTERSON, NEW YORK 12563-9204, U.S.A.
PHONE (845) 306-1000
FAX (845) 306-0709

November 1, 2000

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- The street address of each Kingdom Hall owned.
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- A list of the congregations occupying each Kingdom Hall.
- If you have one, the letter from the Society approving your holding title to multiple Kingdom Halls or holding title to but not occupying a Kingdom Hall.

After the Legal Department has reviewed the documents, you may be contacted regarding adjustments that may be needed. We take this opportunity to convey our Christian love and warm greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

[redacted]

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

January 3, 2000

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

Some adjustments have been made in the procedure to follow when notifying the Society of disfellowshippings, disassociations, and reinstatements. Enclosed you will find a supply of revised Notification of Disfellowshipping or Disassociation (S-77) forms. This adjusted form will eliminate use of the Record of Disfellowshipping or Disassociation (S-79a and S-79b) cards. Therefore, please destroy your supply of all *blank* S-79a and S-79b cards, as well as *blank* S-77 forms with a print date prior to 11/99 in the lower left-hand corner. *Do not* destroy forms that have already been filled out for past cases.

Complete instructions for filling out the revised S-77 form are located on the form itself. These instructions should carefully be read and followed each time a committee is formed and also when preparing to notify the Society of a case of disfellowshipping or disassociation.

The new procedure does not apply to the handling of reinstatements in cases in which a Record of Disfellowshipping or Disassociation (S-79b) card or an old Disfellowshipped or Disassociated Person (S-78) card already exists in the congregation's file. In such cases, if a person is reinstated or dies, the secretary should sign and date the card and mail it to the Society in a special blue envelope. If there is an S-77 form made out for that person, the same information should be recorded on that form, which is retained in the confidential file.

In the future, when the Society returns an S-77 form to the congregation following a disfellowshipping or disassociation, a set of three blank S-77 forms will be included. This will keep the congregation's supply replenished. If more S-77 forms or blue envelopes are needed, they may be borrowed from a nearby congregation and later replaced. Furthermore, at your request, the Society will be glad to send a reasonable amount.

We believe that this new procedure for notifying the Society of disfellowshippings, disassociations, and reinstatements will simplify matters. Your conscientiousness in filling out the forms carefully and completely will be very much appreciated. Be assured of our warm love and Christian greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.
25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

December 28, 2000

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

An increasing number of congregations are now caring for penal institutions located in various parts of the country. Witnessing to inmates housed at these facilities is both challenging and rewarding. Our brothers are having good success in helping some inmates to become active servants of Jehovah.

To assist those carrying out this important aspect of the ministry, we are pleased to offer the following comments. We recommend that this material be reviewed with all publishers who are presently, or who in the future become, involved in prison witnessing.

**When dealing with prison officials, consider the following:**

- A pleasant, persistent approach is often successful
- Endeavor to keep all appointments with inmates and officials
- Adhere to the various rules and regulations of the institution
- Try to establish all of, any of, or any combination of the following:
  - One-on-one studies
  - Group studies
  - Regular or modified weekly meetings
  - Video showings

**Personal contact with inmates:**

- Do not
  - Arrange special events at the prison where publishers are invited to mingle indiscriminately with inmates
  - Request that sisters visit or study with male inmates

**When disfellowshipped inmates seek reinstatement:** (*w*91 4/15 pp. 21-2, pars. 7-15)

- They must submit a letter officially requesting a hearing for reinstatement
- The congregation that is assigned to care for the facility is to form the judicial committee
- Before meeting with the inmate, communicate with the congregation that disfellowshipped him to get all the facts
- If only two elders are permitted to meet with the inmate, the third member of the committee can make his decision based on the testimony of the other two (Matt. 18:16)

- If it is decided that he should be reinstated, write to the congregation that disfellowshipped him with full details on why you believe he is repentant and should be reinstated. Then wait for the response from the congregation elders
- If the decision is that he is not yet qualified, explain to him what he needs to work on to qualify

**Correspondence with inmates:**

- Be aware that some inmates feign interest in the truth in order to take advantage of our brothers' compassion and generosity
- Make sure that the sole purpose of all correspondence with an inmate is to provide spiritual information and encouragement
- Do not
  - Request that sisters enter into correspondence with male inmates
  - Include money and material gifts in correspondence with inmates

**Literature distribution:**

- When literature can be supplied by the congregation either directly to the inmate, through the chaplain (or other officials), or by mail, have in mind:
  - Only basic literature should be provided initially. This includes the regular edition of the *New World Translation*, magazines, brochures, and basic study books
  - Special-request items should generally be provided only to:
    - Baptized publishers
    - Unbaptized publishers
    - Those who are progressing well in their studies

    Special-request items include the *Reference Bible*, the *Proclaimers* book, the *Insight* volumes, audiocassettes, videocassettes, and subscriptions on audiocassette

    Special consideration can be given to those who suffer from impaired vision or when there are other extenuating circumstances
  - *Organized to Accomplish Our Ministry* and *Our Kingdom Ministry* should be provided only to:
    - Baptized publishers
    - Those seeking to qualify for baptism
  - When subscriptions are permitted:
    - Six-month subscriptions may be entered in the usual way for a newly interested inmate when some degree of interest is established and there is some degree of certainty that he will be at the address for six months
    - One-year subscriptions may be entered in the usual way for an inmate who has shown interest over a period of time if there is some degree of certainty that he will be at the address for a year

- When videocassettes are permitted:
  - Be aware that only the following five videos are approved for use in correctional facilities: *Jehovah's Witnesses—The Organization Behind the Name*, *Jehovah's Witnesses Stand Firm Against Nazi Assault*, *Noah—He Walked With God*, *The Bible—Its Power in Your Life*, and *Our Whole Association of Brothers*. If prison authorities already have other videos in their possession, they may continue to use them. Henceforth, however, only the five approved videos should be provided for use in correctional facilities

- When literature must come directly from the publisher, the Watch Tower Society:
  - Inmates should be encouraged to write to the Prison Desk on an individual basis to request basic study items. Only basic literature will be sent to the inmate. You will be notified of what has been sent
  - If you determine that an inmate qualifies to receive a special-request item, please write to the Prison Desk asking that it be provided for him and explaining why he qualifies to receive it
  - If an inmate writes for a special-request item and the Prison Desk does not have your recommendation, the item will generally not be sent to him. You, the elders, will be written in order to verify that the inmate qualifies to receive the special-request item in question
  - When necessary, the Watch Tower Society is willing to mail copies of *Our Kingdom Ministry* to qualified inmates each month. Please send the Prison Desk the name and identification number of any who should be placed on this list, as well as the complete name and address of the penal facility they are housed in

- When paperback literature or audiocassettes with clear (not opaque) shells are required by the institution:
  - Do not remove the hard covers from our publications or attempt to alter the Watch Tower Society's audiocassettes
  - Be aware that any of the Watch Tower Society's publications can be requested in paperback, with the exception of the pocket-size edition of the *New World Translation*. The regular edition of this Bible, however, is available in paperback. Any of the audiocassettes can be requested with clear shells
  - To request specially prepared paperback literature or audiocassettes with clear shells for prison use:
    - Use a separate *Literature Request Form* (S-14), and write at the top "PRISON REQUEST"
    - List *only* specially prepared paperback literature or audiocassettes with clear shells on this form
    - Mail this *Literature Request Form* (S-14) directly to the Prison Desk, separate from the one submitted by the coordinating congregation under the Kingdom Hall Literature Inventory Arrangement

- When our literature is welcome in the prison or chapel library:
  - Either supply (or, when necessary, request that the Watch Tower Society supply) literature for the library
  - Special-request items may be donated to the library, as this will make them available to all who wish to use them for research. In this way, newly interested inmates can have access to these publications without necessarily having a personal copy

**Reporting activity in the prison ministry:**

- Memorial attendance figures may be added to the total congregation count if the Memorial is held on the same night and if it is under the auspices of the congregation. The Memorial attendance may also be counted if a baptized inmate in good standing conducts it
- Baptisms

  All baptisms in the prison must be reported to the Prison Desk
- Literature Placements

  All literature placed in the prison is to be added to the Congregation Report (S-1)
- Meeting attendance

  If there are regularly established meetings in the facility with at least some baptized persons present, the attendance figures are to be added to the congregation total

**In correspondence with the Prison Desk regarding inmates or prison witnessing, <u>always</u>:**

- Refer to previous correspondence from the Prison Desk by date and desk symbol
- Provide the complete name and address of the penal institution in question
- Include the inmate's name and, when known, his identification number
- Reply promptly when you receive correspondence from us that requires a response

**Please contact the Prison Desk promptly if:**

- Circumstances change and the information on the *Prison Information Form* requires updating
- You experience any difficulties in prison witnessing or if you have any questions regarding this aspect of the ministry

**For additional information please refer to:**

- The article "Witnessing to Prisoners" in the February 1982 *Our Kingdom Ministry*, page 7
- The article "Corresponding With Prisoners" in the December 1989 *Our Kingdom Ministry*, page 7

We realize that you have many personal as well as congregational responsibilities, and we greatly appreciate your interest in prison witnessing. May Jehovah richly bless your efforts in this special field of service.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

[redacted]

# Christian Congregation of Jehovah's Witnesses

2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

[redacted] 2001

BODY OF ELDERS

[redacted]

Dear Brothers:

Recently, in the letter to all bodies of elders in the United States dated December 28, 2000, the Society was pleased to provide some information on effectively witnessing in jails and prisons. Included with this letter was a *Prison Information Form*, which was to be completed and returned to the branch office by all congregations caring for the prison work in jails or prison facilities.

Our records show that the following jail or correctional facility is assigned to your congregation.

[redacted]

However, to date we have no record of having received a completed *Prison Information Form* from you. We would appreciate it very much if you would review the above-mentioned letter and copy the form that was enclosed with that letter, complete the form, and return it to us by [redacted] **2001**.

If no visits are being made to this facility at this time, please simply note that in the "Comments" section on page one of the form. Please also fill in your congregation's name and number and the name and address of the facility. Then return the form to us.

If another congregation is caring for the work at this facility, please fill in your congregation's name and number as well as the name and address of the facility. Then, in the "Comments" section on page one of the form, please provide us with the name of the congregation(s) caring for the work there. Then mail the form to us.

Thank you for giving this matter your prompt attention. Please be assured that we consider it a privilege to be working along with you in this interesting aspect of the ministry.

Your brothers and fellow servants,

Christian Congregation of Jehovah's Witnesses

# PRISON INFORMATION FORM

(A blank copy of this form should be kept for duplication purposes.)

Date [redacted]

Congregation Name [redacted] No. [redacted]

Name and mailing address of the institution:

[redacted]

If the above institution has a different street address than the above mailing address, please list it below.

Please check *each* statement that is true.

___ We are allowed to take literature into this facility.

___ We are allowed to mail literature to inmates at this facility.

X We are not allowed to take literature into this facility, nor can we mail it in. All literature must come directly from the publisher, the Watch Tower Society.

___ Hardbound literature is permitted at this facility.

X Paperback literature is required at this facility. Hardbound literature is not permitted.

Comments: THE [redacted] CONGREGATION HAS BEEN RECEIVING ALL CORRESPONDENCE FROM THE SOCIETY FOR THE ABOVE PRISON. HOWEVER, WE HAVE SINCE DETERMINED THE PRISON IS ACTUALLY IN THE [redacted] CONGREGATIONS' TERRITORY.

Please check *each* statement that is true.

X One-on-one studies are conducted at this facility.

____ Group studies are conducted at this facility.

____ Congregation meetings are conducted at this facility.

Meeting _____ Day & time held _____

Meeting _____ Day & time held _____

Meeting _____ Day & time held _____

Comments:

_____

_____

_____

_____

_____

_____

_____

Does this institution have a library? ___ Yes X No

Does it carry any of our publications? ___ Yes X No

If your congregation cares for a penal institution, as soon as possible:

- Complete a copy of this form for each penal institution that you care for and mail the form(s) to Watchtower, Attn: Prison Desk, 25 Columbia Heights, Brooklyn NY 11201-2483
- A photocopy of each completed form should be retained in the congregation file

When circumstances change and the information on a form needs to be updated:

- Complete a copy of this form and mail it to Watchtower, Attn: Prison Desk, 25 Columbia Heights, Brooklyn NY 11201-2483
- A photocopy of the revised form should be retained in the congregation file
- Discard the previous form. Keep only the latest information on file

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

April 1, 2000

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Information Regarding Kingdom Hall Ownership and Maintenance

Dear Brothers:

It is a privilege to be able to meet together for true worship at Kingdom Halls that are either owned or rented by congregations. As Jehovah blesses the work worldwide there is a continuous need to obtain property, construct buildings, and maintain places of worship.

Please find enclosed a revised T-36 Form entitled *Information Regarding Ownership of Kingdom Halls*. The information provided will further explain what is involved in obtaining and owning property, as well as maintaining a Kingdom Hall. This form should be placed in the permanent file of the congregation. Older versions of this form should be discarded. Congregations that currently own property should review this form to make sure that they are in compliance with ever-changing regulations from the government. Congregations that use the corporation method of ownership should give special attention to paragraph 18, which outlines the language to be used in the charter or articles of incorporation. A glossary has also been added to explain many of the terms commonly used in matters involving ownership of property.

You will also find a revised T-34 Form entitled *Annual Congregation Property Documents & Safety Inspection Worksheet*. This form is designed to remind the congregations that any documents that they may have regarding ownership of property should be reviewed on a regular basis to make sure that they are up-to-date and accurate as circumstances may change from year to year. Additionally, congregations should thoroughly check their Kingdom Hall property annually to make sure everything is in good condition and that there are no safety hazards. We recommend that congregations perform a maintenance review soon after receiving this document, since one was not supplied last year.—See page 2 of the letter dated September 1, 1998, entitled *Key Facts About the Kingdom Hall Assistance Arrangement*.

Before contacting the Society with any questions regarding ownership of Kingdom Halls, it would be good to review these letters and other instructions you have received.

May Jehovah's blessing be with you brothers as you continue to expand true worship.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Enclosures

cc: Traveling overseers
Regional Building Committees

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

April 5, 2000

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

1. Today we see many evidences of Jehovah's blessing on his people. Fine increases are taking place worldwide, and congregations are being strengthened. We surely appreciate what our traveling overseers have contributed toward these accomplishments. Obviously their visits are of great benefit to the brothers. An earlier letter concerning matters with regard to traveling overseers' accommodations and expenses was dated October 1, 1989, so it is now appropriate to update that letter.

**Reimbursements**

2. Circuit and district overseers and their wives receive a small monthly reimbursement from the Society for some personal items. Currently the reimbursement is $50 a month. This is adjusted from time to time to reflect changes in living costs. In addition to the monthly reimbursement, currently each one is given credit from $240 to $360 annually on a personal expense account, according to the number of years in full-time service.

**Accommodations**

3. It is interesting to observe what *The Watchtower* said on this matter many years ago in its issue of March 1, 1916, under the heading "Entertainment of the Pilgrims": "All friends of the Truth properly feel it an honor and a privilege to entertain the Pilgrim Brethren during their brief stays. However, the interests of the Truth and the comfort of the Pilgrims should also be considered. The Elders, or, under their direction, the Class Secretary, should see to it that Pilgrims are entertained in homes where they will not be a burden and where they will be comfortable. Those who travel and preach continuously are more or less under a nervous strain and need comfort, proper rest, and some degree of privacy for meditation. All having the interests of the work at heart should, therefore, cheerfully cooperate that the Pilgrim may be entertained in a home where accommodations are suitable. The entire Class would surely be disgraced if the Society's representative were otherwise treated. We are sure that only thoughtlessness on the part of some has made this suggestion necessary."

4. When you open up your hearts and your homes and provide suitable accommodations for your traveling overseers and their wives (if married) during their stay with you, it is deeply appreciated. While they do not expect or desire to be an expensive burden, traveling overseers do appreciate and need clean places in which to stay. Some have health problems or allergies, and it is good for the presiding overseer to inquire of the traveling overseer as to any needs in this regard.

5. It would be beneficial for the presiding overseer and another elder to check out the accommodations to be offered to the traveling overseer to make sure all is in good order and is in

accord with what is considered herein. Traveling overseers have a full week of theocratic activity in each congregation. Careful advance arrangements to provide appropriate accommodations will help them fulfill their responsibilities in a fine way. It is good to realize that it is not easy to live in a different place each week, year after year. However, there are little things we can do that will make their stay pleasant.

6. Each of us needs privacy so we can study, meditate, and get necessary work done. Accommodations in a private home should be selected accordingly. And while all of us enjoy the company of the traveling overseer and his wife, and they enjoy ours, they need adequate time to themselves. Sufficient rest is vital if they are to do their assigned work the next day. Traveling overseers follow a schedule that allows them to serve best the spiritual interests of the entire congregation.

7. Arrangements should be made for them to have a place to hang up their clothes. Clean dresser drawers should be made available if at all possible. A chair, a writing table upon which a typewriter may be placed, and good lighting are helpful. (2 Kings 4:10) Traveling overseers very much appreciate this.

8. As to meals, nothing elaborate need be arranged. Traveling overseers deeply appreciate your hospitality and will gladly eat what you provide. Wholesome, nourishing food enables them to feel well physically and to keep up with their schedule. (*g95* 3/8 5-7; *g89* 12/8 8-9) Of course, if they are ill or have health problems, they may not be able to eat certain foods.

9. A number of thoughtful presiding overseers have made it a point at the end of the traveling overseer's stay to ask him about the accommodation that had been arranged for him. This is a good practice, and we commend you brothers for showing this extra concern. It is not necessary, and may not be wise, to have the circuit overseer stay in a different home each time he visits the congregation. For example, if there is only one home that is truly suitable, then it may be best for him to stay there each visit if the householder is willing and it is convenient rather than 'rotating' him to different homes where the facilities may be inadequate.—3 John 8.

10. The Society and the traveling overseers and their wives appreciate very much your hospitality. (Rom. 12:13) Truly this is a Christian course and enables the traveling overseers to get the most accomplished and to enjoy a warm relationship with the brothers.

11. If a congregation is unable to provide a room and meals and cannot assist in caring for expenses of accommodations, food, and so forth, the traveling overseer may submit his expenses for these items to the Society for reimbursement.

**Circuit Apartments**

12. In some metropolitan areas, suitable and convenient accommodations may not be available in the homes of the brothers for the traveling overseer and his wife. In these areas the collective body of elders in the circuit or district may decide that it would be more advantageous for the circuit or district to provide a modest, reasonably-priced apartment for the use of the traveling overseer. Likewise, in some densely-populated areas where cities are fairly close

together, it may be more convenient and cost effective for the circuit or district to provide a modest apartment for their traveling overseer.

13. Where the distance between congregations or circuits is relatively great, the use of an apartment by a traveling overseer may be impractical. It may be that a number of congregations in an area would be hard-pressed to provide the funds necessary to maintain an apartment for their traveling overseer. In such cases the traveling overseer can stay in suitable homes in the circuit. Some brothers have lovingly made their homes available for two or more weeks at a time where circumstances make this practical.

14. Where congregations are willing and able to provide accommodations in the homes of the brothers, as outlined above, it would not be appropriate for traveling overseers to suggest or encourage the brothers to provide an apartment. If, after prayerfully considering the factors involved, the collective body of elders in the circuit or district decides that an apartment for the traveling overseer is practical and cost effective, the Society has no objection if the elders make such arrangements.

15. A congregation or several congregations may have in mind building a new Kingdom Hall or renovating one, and they may wish to include an apartment that could be used by a traveling overseer. This is a matter for the collective body(ies) of elders using the Kingdom Hall to determine. While construction expenses would be the responsibility of the congregation(s) directly involved in the project, others may assist. In any event, no solicitation should be made of other congregations, the circuit, or individuals to fund the construction. Before an apartment for a traveling overseer is included in a project, the congregation(s) using the hall would need to consider this matter by resolution. If the circuit desires to support the project with work and funds, this is left up to the collective body of elders in the circuit.

16. If the collective body of elders in the circuit or district wishes to work out arrangements with the elders of a congregation(s) owning an apartment so that expenses can be covered, this may be done. It is usually best for such matters to be discussed by the collective body of elders of the circuit at the time of their business meeting in connection with an assembly rather than to present such a proposal by means of a letter. This allows for a more thorough discussion of all the factors involved.

17. It would not be proper for a traveling overseer to suggest or request that the circuit rent an apartment and thus put an unnecessary financial burden on his brothers. This would also preclude his suggesting major renovations on an existing apartment or pressuring others to make changes on plans for a proposed apartment.

**Trailers Owned by Traveling Overseers**

18. The Society prefers that traveling overseers stay in the homes of the brothers. However, some circuit and district overseers who have been in traveling work for a long time have personal trailers that they have obtained with their own funds, and they prefer to live in these. If a traveling overseer and his wife have been serving many years and, after carefully weighing their circumstances, they wish to begin using a trailer, they may write to the Society about this. If permission is granted, however, all expenses incurred in connection with the purchase of the

trailer, insurance, maintenance, towing the trailer, and so forth must be cared for by the traveling overseer himself. It is likewise the responsibility of the traveling overseer to care for all expenses for any tow vehicle. It is not the responsibility of a congregation, circuit, or district to share in the burden of trailer expenses, and neither congregation funds nor circuit funds should be used for this purpose. If a brother who has been in the traveling work for many years has a trailer, the circuit may decide to pay for the expense of parking the trailer. This would be the only exception to what is outlined above. The Society requests that newly appointed traveling overseers not use trailers.

**How Expenses Are Handled**

19. If a congregation wants to share in contributing toward the traveling overseer's expenses during the week of his visit, how would this be handled? The presiding overseer, or one of the other elders, can approach the traveling overseer and invite him to submit his expenses for that week. The elders will want to help each other remember to care for this matter before the traveling overseer concludes his visit. What might these expenses include? Expenses could be for gasoline, oil, dry cleaning, shoe repair, haircuts, and so forth. Reasonable food expenses may also be submitted if the traveling overseer has some meals at a circuit apartment or in his personally owned trailer. If the congregation is not in a position to cover all or part of the traveling overseer's expenses, he can submit these to the Society for consideration. At no time does the Society wish the traveling overseer and his wife to be a financial burden to any congregation. —2 Cor. 11:9; 1 Thess. 2:9.

20. The traveling overseer should be considerate and discerning in submitting his expenses. Some personal expenses could likely be covered by the monthly reimbursement from the Society or from personal contributions he may have received from individuals in the congregation. It would not be appropriate to submit expenses for personal long-distance telephone calls and faxes or for the purchase of computer equipment, photocopiers, trailer or tow vehicle expenses, and so forth.

21. When submitting his weekly expenses to the elders, the traveling overseer should include receipts on items purchased. If the body of elders feels the congregation would like to cover any or all of these expenses, a resolution should be presented to the congregation for approval at the first Service Meeting following the visit. (See *Our Kingdom Ministry* "Question Box" of February 1994.) If the resolution is approved, the funds should be forwarded promptly to the traveling overseer. Money should not be taken from congregation funds without this approval.

22. Some expenses are usually considered by the collective body of elders in the circuit in connection with the business meeting held during the week of a special assembly day or a circuit assembly. For example, there may be minor expenses of $100 or less for maintenance of the Society-leased car and for such things as gasoline, oil changes, and tire rotations. There may be travel expenses incurred in moving to a new circuit or district assignment (but not expenses for shipping or transporting items that cannot be taken in the Society's lease car) or those incurred during Pioneer Service School weeks or during an assembly host week. It is the privilege of the collective body of elders to consider if the circuit account has funds sufficient to reimburse the traveling overseers and whether such funds are to be used for that purpose.

**Traveling Overseers' Health-Care Support and Automobile Leasing Arrangement**

23. In the United States, the Society has made arrangements to provide health-care support and reliable leased automobiles for traveling overseers. These costs are covered from the Society's general funds as supported by donations to the worldwide work. The Society and the traveling overseers have appreciated this very much.

**Proper Use of Congregation and Circuit Funds**

24. In handling congregation and circuit funds, it is always good to remember that our brothers contribute money for Kingdom interests, for defraying congregation and circuit expenses. So if such funds were used to make money gifts to traveling overseers, special assembly day speakers, or others for things beyond their actual expenses (for example, to purchase a trailer or tow vehicle, repairs for such, a personal vacation trip, and so forth), this would undoubtedly disturb or stumble some of our brothers. We should rightly be concerned that this does not happen. Money gifts should not be made from congregation or circuit funds. Likewise, it is not appropriate for individuals in a congregation or circuit to solicit money from brothers and sisters and then provide this as a gift to a traveling overseer.—2 Corinthians 8:20.

25. Is it in harmony with theocratic principles for individual publishers to give traveling overseers personal gifts? If one is moved by appreciation and has a heart desire to make such a contribution, that is for the individual to decide. Such genuine Christian generosity on the part of the giver and acceptance on the part of the traveling overseer are private matters that need not concern others. However, soliciting of funds from others, even on a personal basis, should not be done.

26. Circuit and district overseers are doing a marvelous work. The Society appreciates the spirit congregations and circuits have shown in lovingly and generously providing traveling overseers with their daily needs. (2 Cor. 9:7) We deeply appreciate all that you brothers are doing. Please be assured of our warm Christian love and best wishes.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

cc: Traveling Overseers

NOTE: It is recommended that the body of elders meet and read this together. Thereafter, it should be placed in the file of the congregation for future reference and should be reviewed by the presiding overseer and secretary before each visit of the circuit overseer.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

March 24, 2000

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

In reporting cases when individuals have disassociated themselves by engaging in nonneutral activities, the following direction should be followed.

The implication of their action should be reported in harmony with Scriptural guidelines. Therefore, when completing the S-77 form, please use such expressions as "Violated neutrality" or "Took a nonneutral course." Isaiah 2:4 and John 15:17-19 support these descriptions, as pointed out on page 101 of *Pay Attention to Yourselves and to All the Flock.* Other expressions should not be used. By reporting matters in this way, we are following the Scriptural direction regarding those who go out from us because they are "not of our sort," while we ourselves remain neutral as to the world and its affairs.—1 John 2:19; John 17:16.

Although this direction applies to the terminology used when reporting disassociations, the same caution is to be exercised in all correspondence with the Society or with other congregations. We pray Jehovah's rich blessings be with you as you continue to care well for the flock of God entrusted to your care.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

[redacted]

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

HOSPITAL INFORMATION SERVICES
25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A.
PHONE (718) 625-3600
FAX (718) 797-1294
his@wtbts.org

[redacted] 2000

[redacted] Congregation of
Jehovah's Witnesses [redacted]
[redacted]

Dear Brothers:

As illustrated by the January 8, 2000, issue of *Awake!*, an increasing number of physicians are performing bloodless medicine and surgery. In fact, through the diligent efforts of the Hospital Liaison Committees (HLCs), there are now about 28,000 cooperative doctors in the United States. Therefore, it is sensible for those in need of surgery or serious medical attention, especially older ones, children, and pregnant sisters, to contact the HLC to locate cooperative physicians/hospitals. Enclosed is an updated list of members of the HLC to which your congregation is assigned. All elders should have a copy of the list and may wish to make several copies of it, keeping one at home, one at work, and one in their briefcase. **As a reminder, please do not make copies of this list for publishers or post it on the information board or read it to the congregation.**

In most instances, elders will contact the HLC on behalf of a publisher and as shepherds **remain involved in caring for his medical needs**. However, in certain circumstances, if a publisher in good standing needs such assistance, an elder may provide the name(s) and telephone number(s) of one or two members so the publisher may contact the HLC directly. Please see the reverse side of this letter for additional information to consider before contacting the HLC. (Feel free to make a copy of this sheet for each elder.) Although an elder should not give disfellowshipped individuals nor non-Witness family members the names and telephone numbers of the HLC, indirect assistance can, at times, be provided through family members. If faced with such a situation, the elder should contact the committee. After reviewing the circumstances, the HLC will determine what support is appropriate and give pertinent instructions and information.

Also, please endeavor to assist more publishers to have a properly filled out Advance Medical Directive/Release card and the health-care durable power of attorney (DPA) form. The January 2000 issue of *Our Kingdom Ministry* states: "For the best legal protection, *both* documents should be filled out." These documents speak for the individual when he is unable to speak for himself. Most confrontations can be avoided when both documents are executed properly. If you have questions about the DPA form after reviewing the question-and-answer guide that accompanies it, you may wish to contact your local HLC for assistance. With this letter we send our warm Christian love.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Enclosure

Assignment: Detroit, MI Hospital Liaison Committee

# INFORMATION ABOUT THE PATIENT

# THAT YOU NEED BEFORE CONTACTING THE HLC

The patient's name, age and telephone number.

If the patient is hospitalized, please provide hospital name, room number and patient's telephone number.

The congregation with which the patient or family is associated.

Whether the patient is baptized, an unbaptized publisher, or a Bible student.

Has the patient requested for the HLC to be involved?

Has the patient completed the Advance Medical Directive card? Has the patient completed a health-care proxy form?

How resolute is the patient in his determination to refuse blood transfusions?

If possible, the name(s) of doctor(s) involved. Has the patient discussed his position with the doctor?

The exact medical problem of the patient (need for open-heart surgery, treatment for leukemia, treatment for problems due to premature birth, etc.)

Some specifics on the patient's present medical condition, such as red blood cell count or white blood cell count.

What treatment doctors are now using or recommending.

Telephone number where you can be reached.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

January 25, 2000

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

Undoubtedly, all in attendance at the recent "God's Prophetic Word" District Convention fully enjoyed the Sunday morning drama, *Appreciating Our Spiritual Heritage*. The drama highlighted Jacob's lifelong appreciation for sacred things. It also encouraged us to remain spiritually active, aglow with the spirit, and eager to declare the good news. We are pleased to announce that the drama *Appreciating Our Spiritual Heritage* will soon be available on audiocassette.

Requests for the *Our Heritage* audiocassette in English may be placed with the literature servant after this letter has been read. Other language versions will be announced in *Our Kingdom Ministry* as they become available.

It is our hope that this new audiocassette will enhance our appreciation for the many gifts that we have received from Jehovah. These gifts include his Word of truth, the hope of everlasting life, and the honor to represent him as proclaimers of the good news. All of these are part of our invaluable spiritual heritage from Jehovah. This Bible drama encourages us to resist the spirit of apathy and indifference and actively pursue the blessings from Jehovah.

Please be assured of our warm Christian love and greetings.

Your brothers and fellow servants,

Watchtower B. & T. Society
OF NEW YORK, INC.

PS: Presiding overseer: Please have this letter read to the congregation at the next Service Meeting, and then keep it on the information board for two weeks.

Secretary and literature servant: Please submit a congregation request for this new release on the next Literature Request Form.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

February 4, 2000

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

This letter is to inform you of a new arrangement in connection with the use of congregation literature supplies.

As you know, the Society publishes a large variety of literature items in great quantities. Additionally, we produce special-request items, such as bound volumes, cassette tapes, and deluxe Bibles. Reports indicate that in many cases these supplies are not being used to the best advantage. It appears that a fair amount of these items are unused or discarded. Over a period of time, this results in considerable loss to individual publishers and congregations as well as the Society. The following arrangement is to provide a practical means to ensure the best use of the provisions made to spread the Kingdom message.

Over time, we may accumulate an excessive number of literature items. If the literature is still in good condition, we should make an effort to place these older items in the field before requesting additional copies from the literature counter. Perhaps some of these items can be used to make our personal library more complete. However, if we find that we have more copies than we can use or place in the field over a reasonable period of time, these can be returned to the literature counter for use by others. Items being returned should be appropriate for use in the field and should not be dog-eared, soiled, or written on. The same arrangement applies to such items as bound volumes, cassette tapes, and deluxe Bibles that are in like-new condition. Literature servants should provide the literature coordinator with a list of items returned so that these may be recorded in the received column of the Monthly Movement of Literature (S-28) form. The service overseer can work closely with the literature servant to make sure that any returned items are carefully inspected to ensure that they are in good condition and suitable for use in the field service.

Hopefully this new arrangement will help us make the best use of provisions made to spread the Kingdom message. If circumstances prevent us from making personal distribution of what we have obtained, this new procedure will provide a practical way to utilize these items rather than store them away indefinitely or discard them. All of this will contribute in a beneficial way toward supporting and maintaining the worldwide work of preaching the Kingdom message.—Matthew 24:14.

Your cooperation and support will be much appreciated. We send our warm Christian love.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

P.S. Please read this letter to the congregation at the next Service Meeting.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

March 15, 2000

TO ALL BODIES OF ELDERS IN THE UNITED STATES

**Re: Use of Congregation Property**

Dear Brothers:

Most of us are privileged to attend Christian meetings in a Kingdom Hall that is owned by Jehovah's people. This is truly a blessing, providing us with a secure place for receiving theocratic instruction and for coming together to engage in our public ministry.

Since the Kingdom Hall has been dedicated to Jehovah, it is good to bear in mind the purpose for which congregations own property: to have a suitable location for congregation meetings. Using congregation property for housing or business purposes could jeopardize a congregation's tax-exempt status, create liability problems, or bring other complications.

Therefore, the Society recommends that **congregations not own or control property other than that necessary for congregation meetings**. Exceptions are appropriately made for modest dwellings for traveling ministers, special pioneers, or others in **special full-time service.** (See the Society's letter dated June 2, 1999.) Following are directions on some of the questions that may arise in connection with this policy.

**Housing:** It would be best if the congregation did not put itself in the position of providing housing for publishers, regular pioneers, elders, caretakers, or those who have come to serve where the need is greater. This includes both permanent accommodations, such as houses and apartments, and temporary provisions for trailers. If any such persons now live on congregation property, we would suggest that they be kindly informed of the need to relocate as soon as they reasonably can. Elders should use discernment in cases where having someone move may cause a hardship.

Some congregations may feel that their special circumstances merit an exception to this general policy of not allowing publishers to live on congregation property. If you believe that it is necessary to allow someone to continue residing on your congregation's property, please provide full details in writing to the Society's Service Department.

If a current occupant is entitled to occupy the property for an extended period by virtue of rights (such as a life tenancy or life estate) given in a legal document, then please contact the Society's Service Department immediately for further direction.

The Society also recommends that no rent be charged anyone who occupies the property nor should anyone be required to make donations to the congregation as a condition to living there. Acceptance of rent may establish a landlord-tenant relationship that creates legal obligations for the congregation that must be fulfilled. It could also involve the congregation in activities that may require the filing of tax returns or compliance with other regulations that could affect the tax-exempt status of the congregation. If there is currently a written lease entitling someone to occupy the congregation's property and to pay rent or make a donation, please contact the Society's Service Department for further direction. Circuits may make contributions to the congregation to offset the expense of maintaining a residence for traveling overseers.

Beginning September 1, 2000, the Society's Kingdom Hall Assistance Arrangement (KHAA) will not extend to housing units other than those occupied by traveling ministers, special pioneers, or other members of the Society's religious order. For those congregations already owning other housing that is listed with the KHAA, such assistance will be canceled as of 12:01 a.m. on September 1, 2000, or at the time the property is sold, whichever comes first. If a congregation has not sold such housing by September 1, 2000, then the congregation should purchase a liability policy from a commercial insurance company and maintain such coverage until the property is sold. Apartments that are left vacant but cannot be sold, such as those attached to the Kingdom Hall, will not be excluded from the KHAA. Vacant housing that is owned from a time prior to construction can be included with the KHAA upon request. Property should be secured and protected while vacant.

At times property with housing on it may be considered for purchase as a future Kingdom Hall site or for expansion of an existing location. If after consulting with the local Regional Building Committee the decision is made to acquire such a property, please contact the Society's Service Department for direction on how to proceed. Use of such property for housing by persons not in special full-time service raises liability risks.

Similarly, congregations should not own or rent out property or facilities that are used for recreational purposes or for social gatherings.

**Use of congregation land by other parties:** It is best to apply the basic principle that congregation property should be reserved for Christian meeting activities. To allow children to play on the property brings the same responsibility as if they were invited to play there. Allowing others to use congregation property for commercial purposes will bring vehicular traffic and other situations that could create complications and liability for the congregations. If others have been allowed to use congregation property, it will be best to explain tactfully but firmly that the property is no longer available for such activity. A few congregations in larger cities may be renting space in their Kingdom Hall building to a commercial business or as a residence. Those congregations that desire to maintain such an arrangement should write to the Society's Service Department and explain the situation, including any special reasons why the arrangement should continue.

Cellular telephone companies, municipalities, utilities, or public service companies that want to use a small portion of congregation land may approach the congregations. Such entities may ask for a right of way or lease of a corner of the land or seek occasional use of a section of the parking lot. Others may ask to use a portion of the congregation's land to erect a billboard or advertising sign. Please contact the Society's Service Department before agreeing to any such request.

It is generally best to avoid getting into situations where congregations share parking space or driveways with those nearby. However, some congregations may already be sharing limited space with a neighbor. If the arrangement provides some benefit to the congregation and the elders wish to continue it, it would be best to protect all parties involved by putting the agreement in writing and providing indemnification. Please contact the Society's Service Department for assistance.

**Gifts of land:** On occasion a congregation is offered a gift of land that will not be needed for a new Kingdom Hall. In such instances the elders should meet with the intended donor to explain kindly that the congregation is not in a position to accept the proposed gift directly. However, they could encourage the intended donor to call or write the Society's Charitable Planning Office to determine whether there may be alternatives that would meet the individual's needs and benefit the local congregation by directing the gift through the Society. The individual should make it clear in his call or letter that his intent is to make a gift that will be to the benefit of the congregation.

In conclusion, we believe that the above principles and policies will assist congregations to avoid many problems in connection with the use of their land. Reserving dedicated properties for their intended theocratic purpose will help all of us to focus on Kingdom activities. If you have questions about these matters, please write the Society's Service Department, and we will be pleased to provide further assistance.

We take this opportunity to convey our Christian love and warm greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

c: Traveling Overseers

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

March 22, 2000

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

For a number of years, congregations have been making contributions to a special fund to provide automobiles, auto insurance, and health coverage for traveling overseers and their wives. This arrangement has worked very well. All the traveling overseers in the United States have good, reliable transportation. The automobiles are being kept in good repair. Traveling overseers have received coverage for health care upon making request to the Society. And the expense has been equally distributed to all congregations. Your generous contributions to this fund through the years have been much appreciated.

This is to advise that we will no longer be recommending a specific amount as a contribution to cover the automobile and health-care expenses of traveling overseers. Instead, these costs will be covered from the Society's general funds as supported by your donations to the worldwide work.

May Jehovah continue to bless your loyal support of the Kingdom work. Be assured of our warm Christian love.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

June 1, 2000

TO ALL CONGREGATION SERVICE COMMITTEES IN THE UNITED STATES

Re: New arrangement for requesting handbills and reporting meeting information

Dear Brothers:

This is to inform you of a new arrangement for requesting handbills and reporting changes of congregation meeting information to the Society. These processes have been combined. Therefore, a new form has been produced, called Congregation Meeting Information and Handbill Request (S-5). Instructions for filling out this form are provided below. This new form replaces the former Handbill Request (S(d)-16). Please destroy any copies of this older form that you may have.

You should submit the S-5 form any time your congregation: a) needs to request handbills, b) changes meeting times, or c) changes meeting locations. We are enclosing a report showing the meeting information we currently have on file regarding your congregation. If the information shown is incorrect, you should immediately fill out and return a new S-5 form.

We are asking that each congregation that meets at the same location supply the *same* street address (including directions, or "nonpostal location information") to the Society. It may be necessary for the presiding overseers of all congregations that meet at the same location to discuss and agree on using a single address. This one address will then be printed on the handbills for your congregation and all other congregations meeting at the same location.

We appreciate your cooperation with this adjusted arrangement. May Jehovah continue to bless your efforts in shepherding the flock.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

INSTRUCTIONS FOR CONGREGATION MEETING INFORMATION AND HANDBILL REQUEST (S-5) FORM

Each time the form is submitted, completely fill out the "Effective Date" along with the correct congregation number and name as assigned to you by the Society. The "Effective Date" is the date that the information submitted on the form will go into effect.

**Section A—"Handbill Request"**

- Fill out this section only if you wish to request handbills. If you are requesting handbills, please submit this request at least **eight weeks before** you wish to receive them.
- "Handbill Quantity"—Please calculate how many handbills will be used in one year, and shade the circle corresponding to the number in thousands of handbills you want. If no quantity is specified, the Society will **not** print the handbills.
- "Handbill language if not English"—If you want the handbills printed in English, please leave this box **blank**. If you want the handbills printed in **any language other than English**, print the language clearly in the box.

- "Handbills are for secondary congregation meetings"—Shade this circle if the information on the form applies to secondary congregation meetings, such as those held for a foreign-language group or at a secondary location. In this case, the information on the form will be used, not to update the Society's records for your congregation, but to fill this handbill request only.

**Section B—"Meeting Schedule"**

- Fill out this section completely each time the form is submitted, *even if your meeting times have not changed.*
- The day, hour, minute, and a.m./p.m. must be specified for the Public Meeting and Theocratic Ministry School. The day and time should be specified for the Congregation Book Study only if it is held at the meeting location address specified on the form or currently in the Society's records. If more than one Congregation Book Study is held at the designated meeting location, you must choose just one. Only that one will be listed in the Society's records and shown on your handbill.
- When printing the handbill, the Society will automatically list the *Watchtower* Study as starting 50 minutes after the Public Meeting and the Service Meeting as starting 50 minutes after the Theocratic Ministry School.
- If the Public Meeting, Theocratic Ministry School, or Congregation Book Study does not start on the hour, half hour, or quarter hour, leave the section for that meeting blank and submit a separate letter with your form giving a brief explanation and specifying the meeting time.

**Section C—"Meeting Location Address"**

- Fill out this section only if the address information on file with the Society is incorrect.
- Enter the address of the primary location used for congregation meetings. Post Office boxes may not be used.
- "Street Address"—Enter the full street address including the suffix and any necessary directionals. For example, "123 N PARADISE DR" should be entered here rather than "123 PARADISE." Enter the street or highway name in this field if possible, even if the meeting location has no address number. Examples: "INTERSTATE HWY 95"; "US HWY 66"; "COUNTY RD 7."
- "Nonpostal location information"—Please leave this box blank unless additional directions are needed to assist persons in finding the meeting location or the street address does not contain an address number. Any directions given should reference a well-known landmark, such as a nearby town or the intersection with a primary roadway. This could also include an alternate name if the street or roadway is known by more than one name. Examples: "2 MILES EAST OF INTERSECTION WITH US HWY 13"; "(STATE HWY 52) 5 MILES NORTH OF HAMMOND"; "CORNER OF SOUTH AVE AND MAIN ST."

**Section D—"Additional Information"**

- Fill in only the items in this section that have changed or items for which the information on file with the Society is incorrect.
- "Type of Meeting Location"—If the meeting location is a Kingdom Hall, shade the circle labeled "Kingdom Hall" and leave the box below it blank. Otherwise, shade the circle labeled "Other," and specify the meeting location name in the box. This information will be used by the Society when providing information to the public. Examples: "SMITHTOWN SCHOOL"; "CIVIC CENTER"; "PUBLIC LIBRARY"; "PERSONAL RESIDENCE."
- "Number of Main Auditoriums"—Enter the number of main auditoriums within the Kingdom Hall that are used for meetings.
- "Mailing Address to Be Given to Public"—Select the address that the Society should give to individuals who wish to write your congregation or the elders. Additional notes regarding this selection:
  1. Select "Meeting Location Address" only if there is a mailbox at the location to which the postal service can deliver mail.
  2. If you choose "Presiding Overseer's Address," the Society will provide the public with that address but will not disclose the presiding overseer's name or telephone number.
  3. This selection has no effect on correspondence sent by the Society to the congregation. Correspondence from the Society will continue to be sent to the presiding overseer.
- "Designation of auditorium if more than one at this location"—Enter the auditorium designation only if more than one main auditorium is used at this address for congregation meetings. Enter the standard designation used by congregations meeting at this location. Examples: "A"; "B"; "LEFT"; "FRONT"; "UPSTAIRS."
- "Phone Number of meeting location or auditorium if available"—Please provide the phone number of the meeting location (or auditorium used by your congregation) if there is one. If there is more than one phone number, select the one that would be best for the Society to give to individuals who may wish to contact the congregation.

After the secretary signs the completed form, he should make a photocopy of it for the congregation's records and mail the original to:

WATCHTOWER
SERVICE DEPARTMENT
100 WATCHTOWER DR
PATTERSON NY 12563-9204

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

February 1, 2001

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

In a letter dated June 8, 1999, to all bodies of elders in the United States, we informed you of the possibility that some individuals associated with congregations may qualify to receive restitution as survivors of Nazi persecution. Some congregations sent names and contact information of potential claimants, to whom we sent preliminary questionnaire forms for submission to the court.

The court has now cleared the way for qualified individuals to apply for funds from the Swiss Banks Settlement Agreement. *Individuals who believe they qualify can apply even if they did not submit a preliminary questionnaire.* In addition, the German government has set up a fund for certain individuals who performed slave and forced labor without compensation. With these two funds, the categories of potential claimants have been broadened beyond that which we previously described, including relatives in certain circumstances. Therefore, the Governing Body has authorized the establishment of a temporary legal entity, Jehovah's Witness Holocaust-Era Survivors Fund, Inc. ("JWHESF"), to assist potential claimants and facilitate the disbursement of restitution. Of course, the decision to apply for restitution is left up to each individual.

JWHESF will contact all individuals whose names were submitted in response to the letter of June 8, 1999. Those who suffered Nazi persecution are now advanced in years, and many struggle with poor health and difficult living circumstances. The court is arranging special compensation for survivors in severe financial straits. JWHESF will help expedite distribution of aid to qualified brothers and sisters who have an acute need.—James 1:27.

We urge each body of elders to check once again for individuals in your congregation who experienced, or whose deceased relatives experienced, Nazi persecution, even if they were not Jehovah's Witnesses at the time. Please send any additional names, with their addresses and telephone numbers, to Jehovah's Witness Holocaust-Era Survivors Fund, Inc., 2800 Route 22, Patterson, NY, 12563-2226, by no later than April 1, 2001. This will allow JWHESF sufficient time to submit all claims before the August 11, 2001, deadline. Inquiries may be submitted by mail, telephone (845-306-3600), or fax (845-306-3571).

While only God's Kingdom can bring permanent relief to those who suffered loss, we should not overlook the comforting effect these modest payments may have on victims. We appreciate your loving cooperation with this arrangement.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

October 2, 2001

TO ALL BODIES OF ELDERS

Dear Brothers:

"This good news of the kingdom will be preached in all the inhabited earth for a witness to all the nations; and then the end will come." (Matthew 24:14) How thrilling it is to see the fulfillment of Jesus' words right before our eyes! Young and old alike are 'exerting themselves vigorously' as they share in this all-important work that is never to be repeated. (Luke 13:24) There are now more than six million Kingdom proclaimers worldwide. Many of these are able to have an increased share in the ministry by serving as regular or auxiliary pioneers. The more than 800,000 regular pioneers are to be commended for the fine work that they are doing. Many of these have expressed appreciation for the reduction in the hour requirement. At the same time, though, some pioneers have not been meeting the regular pioneer hour requirement on a consistent basis. How can such ones be assisted?

Do not allow an extended period of time to pass before giving attention to a pioneer who is not meeting the hour requirement. Be prompt in talking to the pioneer so that you clearly understand why he has not been able to meet the hour requirement. Is it because of health problems, increased family responsibilities, or secular work? Or has he been self-sparing and somewhat disorganized? Are other activities consuming his time and energy? Once you have identified the problem, you will be able to provide assistance as directed in the July 1998 *Our Kingdom Ministry* insert.

Paragraph 17 of the insert instructs pioneers: "If you are temporarily ill for a few months or for some other urgent reason beyond your control you cannot meet the required hours, you can approach a member of the Congregation Service Committee and explain the problem. If these elders think that it would be advisable to allow you to continue in the pioneer service without worrying about making up the lost time, they can make that decision. The secretary will mark the Congregation's Publisher Record card to show that you are not required to make up the lost time. This is not a leave of absence but, rather, special consideration for your circumstances. —See August 1986 *Our Kingdom Ministry* insert, paragraph 18."

Paragraph 19 of the July 1998 insert states: "There are times when a pioneer experiences an unavoidable change in his circumstances. He may find that he cannot meet the hour requirement over a long period of time because of an ongoing health problem, increased family responsibility, and so forth. In this case, the course of wisdom would be to return to the publisher ranks and share whenever possible in the auxiliary pioneer service. There is no regular provision to allow someone to stay on the pioneer list if his circumstances no longer allow him to meet the hour requirement."

After reviewing what is stated in *Our Kingdom Ministry,* determine whether the problem is temporary (lasting one, two, or three months) or ongoing, one that will not be solved in a short period of time. Of course, additional factors should be taken into consideration before a decision is made. How long has the individual been serving as a full-time minister? What is the age of the pioneer? Can special consideration be extended to the individual? In other words, are there legitimate reasons for the *temporary* problem that the pioneer has experienced, so that he can be allowed to continue pioneering without making up the lost time? Or might it be better for him to discontinue regular pioneer service until his circumstances change? Discontinuing pioneer service for a time may relieve him of the stress of trying to meet the hour requirement while coping with difficult or adverse circumstances. Be balanced and use good judgment when making such decisions. Consider what course of action will be in the best interests of the individual and, at the same time, will uphold the high standards of regular pioneer service.

Once the decision has been made, you should follow through without delay. If you delay in handling matters, further problems may develop. A pioneer may begin to minimize the need to meet the hour requirement. Or he may feel stress, wondering when the elders will recommend his removal. A pioneer may try unrealistically to increase the hours he spends in field service in an attempt to reach the hour requirement, thinking that is the only course to be taken. These situations may cause the pioneer to develop a poor attitude or even health problems. Therefore, the long-term interests of the pioneer are best served when elders promptly handle matters.

Pioneers are expected to meet the hour requirement on a consistent basis. Be alert to provide them with assistance when needed. This will help them 'fully accomplish their ministry.' (2 Timothy 4:5) May Jehovah continue to bless your efforts to render loving assistance to pioneers and the efforts of the pioneers as they share with us in preaching the good news to "the most distant part of the earth."—Acts 1:8.

Your brothers,

Christian Congregation of
Jehovah's Witnesses

**Note to the Congregation Service Committee:** Accompanying this letter is an outline for the December meeting with the regular pioneers. Please arrange right away for two elders to conduct this meeting. The elders should be well prepared so that the meeting is truly encouraging to the pioneers. Other elders may attend.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

[redacted]2001

[redacted]
[redacted]CONGREGATION
OF JEHOVAH'S WITNESSES[redacted]
[redacted]

Dear Brothers:

We are pleased to advise that your congregation is assigned to [redacted] Regional Building Committee #[redacted]. The name, address, and phone number of the chairman of the committee is shown below:

[redacted]Regional Building Committee[redacted]
[redacted]

If your congregation contemplates undertaking a Kingdom Hall construction project, either new construction or renovation, it is recommended that you make immediate contact with the Regional Building Committee **before** selecting or purchasing property and **before** designing the construction and filing any proposed plans with the authorities. The brothers appointed to serve on the Regional Building Committee are pleased to assist and to offer suggestions which will help you to construct a modest Kingdom Hall that will be functional and adequate. They have been provided guidelines by the Society which can aid you to avoid pitfalls.

**THIS LETTER SHOULD BE RETAINED IN THE CONGREGATION'S PERMANENT FILE.** Only the most recent assignment letter should be kept. Older ones should be destroyed to avoid confusion.

It is a pleasure to be working side-by-side with you in the important work of preaching the good news and in providing suitable Kingdom Hall facilities for our worship of Jehovah.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

January 1, 2001

**TO THE CONGREGATION SERVICE COMMITTEES OF ALL ENGLISH-SPEAKING CONGREGATIONS IN THE UNITED STATES**

Re: Territory seldom worked

Dear Brothers:

Enclosed please find a letter regarding territory seldom worked. It should be read to the congregation at the first Service Meeting after its receipt, and then it should be posted on the information board. We appreciate your assistance in the past by providing qualified Kingdom proclaimers to serve in territory seldom worked. These publishers and pioneers have performed a valuable work and should be commended for their efforts. As you process this year's applications, we encourage you to continue recommending spiritually qualified individuals and to assist them in any way possible to make the assignment a success.

If a publisher wants to be the team captain of a group, provide him with copies of the enclosed Application for Territory Seldom Worked and information sheet entitled "Answers to Frequently Asked Questions for Team Captains Applying for Territory Seldom Worked." For those who wish to join a group from a different congregation, provide them with a copy of the application only. You may make extra copies of these items, as needed.

As you review completed applications from team captains, pay particular attention to Points 2-4 on the application. With regard to Point 2, assignments will not be given to a publisher to work alone, to groups composed entirely of single brothers and single sisters (married publishers who will not be accompanied by their mates are viewed as single), or to individuals who are presently experiencing difficulties in their lives. Especially where these difficulties involve problems in the family, the elders will want to exercise discretion when considering a publisher who will not be accompanied by his or her mate. It is best not to submit any applications for persons with such problems. Do not leave it to the Service Department's Territory Desk to inform them that they do not qualify. You should inform them.

In response to Point 3, the total number of persons joining any one group should be limited to about 20, including minor children of publishers. Additionally, two or more groups should not request the same assignment at the same time in order to work closely together.

Regarding Point 4, please review with these publishers and pioneers their need for adequate funds in order to provide for their lodging, food, and transportation. This point should be emphasized even if the congregations surrounding their assignment offer assistance. Also, please verify that they will have adequate transportation to complete their assignment.

Once the publishers or pioneers in your congregation receive an assignment, it would be good if one of you would meet with them to determine whether further assistance is needed. If the group will be assisting a congregation, make sure the team captain communicates with the presiding overseer of the congregation at the time the group receives the assignment. While a sister may be the team captain for a group, a qualified brother would take the lead in conducting meetings for field service. Members of your congregation who are part of one of these groups have the option of obtaining their literature or magazines through your congregation or, as a group, requesting such through the congregation of their team captain. If the literature and/or magazines are to be sent directly to the assignment instead of to your congregation, make sure the appropriate forms include only what these publishers are requesting. Please do not include publications requested for the congregation. Write across the top of the appropriate form for literature or magazines: "SPECIAL REQUEST FOR TERRITORY SELDOM WORKED." Attach a letter to the form, stating exactly where the literature or magazines are to be sent. Any packing list(s) that itemize what has been shipped should be given to the secretary.

Members of the group who are motivated to contribute to the publishing and distribution of the literature, the building of branch facilities, the sending out of missionaries, and other expenses connected with the worldwide work should place their donations in any box marked "Contributions for the Society's Worldwide Work.—Matthew 24:14." Contributions received in the field for the worldwide work should also be put in these contribution boxes. Again, it will be appreciated by all concerned if you would help the group prepare for the assignment and remind the team captain of the need to submit the information requested by the Territory Desk at the conclusion of the assignment by the due date.

We have received letters of appreciation for the groups assigned to assist various congregations. If your congregation has many territories that have not been worked in a year and you would like such assistance, let your circuit overseer know when he visits your congregation.

If your congregation borders unassigned territory and some of your publishers wish to accompany groups in field service, they should make inquiry of the captain of the group assigned to the territory so that he can inform them whether additional assistance would be appropriate. Otherwise, the group assigned to cover unassigned territory is expected to fulfill their assignment as best they can with the publishers within their group.

Again, thank you for any assistance you can offer in this campaign. After you have read to the congregation the letter addressed to the congregation, it should be posted on the information board for one month along with the list of counties. Thereafter, it should be placed in the congregation file along with this letter addressed to the Congregation Service Committees.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Enclosures

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

February 5, 2001

**TO ALL CONGREGATIONS IN THE UNITED STATES**

Dear Brothers:

We are pleased to inform you that beginning with the 2001 "Teachers of God's Word" District Conventions, a simplification in the provisions for parking will be implemented at nearly all of the convention locations in the United States. The following information will explain the adjustments being made and help you plan for your parking needs.

Over the years, in order to keep the convention delegates' parking costs at a minimum, we have negotiated a buyout of all parking controlled by the facility management for our use during the district convention. This has been done at quite an additional expense. However, if this were not done the parking fee that delegates would pay would be a great deal more. Thus, where possible, we will continue to negotiate such buyouts of the parking and operate it ourselves.

In the past, a parking ticket was obtained in advance by delegates attending most convention locations, which was then displayed in the vehicle window to identify cars entering the parking areas. Of course, providing these parking tickets involved much time and expense for their printing, mailing, and distribution in advance of the convention. We are pleased to inform you that under a simplified arrangement, we will no longer supply or require the display of parking tickets in vehicle windows at most district conventions. Also, delegates will no longer be asked to contribute a pre-determined amount for parking.

Instead of using parking tickets, the district convention lapel badge worn by the driver will serve as the appropriate identification when entering designated parking areas. Consequently, to expedite parking in an orderly fashion, the driver should have his or her lapel badge clearly visible when entering the convention parking area. Where possible, in and out privileges will be granted, but the lapel badge must be shown when re-entering the lot. It is also good to note that since most convention facilities do not have an abundance of parking available, we ask that you please arrange for carpooling to the extent possible rather than arrive with only one or two persons per car.

The following is an important change to note under this simplified arrangement. Only vehicles with a disabled person's license plate or an official disabled person's parking identification placard will be permitted to park in stalls marked for the disabled or in additional space set aside for the disabled by the convention. Anyone who parks in spaces legally identified for the disabled without proper licensing can be fined by city or state authorities. Therefore, all that are in need of disabled parking at the convention must have a disabled person's license plate or an official disabled person's parking identification placard.

Being conscious of the considerable expense involved in providing suitable parking, we are sure that all will recognize the value of these arrangements when making voluntary contributions for the worldwide work in the contribution boxes in our local Kingdom Halls or at the district convention. Thus, may our hearts compel us to continue making use of our "valuable things" in ways that benefit Kingdom interests.—Proverbs 3:9, 10.

For a few convention locations, circumstances will not make it possible to implement these simplified arrangements completely in 2001. Where there is an exception, those congregations involved will soon receive further instructions about how parking will be cared for from their local convention headquarters.

Without doubt, these simplifications regarding parking will make our convention arrangements easier for all. May the upcoming "Teachers of God's Word" District Conventions prove to be a spiritual blessing to you and a praise to our heavenly Father, Jehovah.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

February 27, 2001

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

The January 15, 2001, issue of *The Watchtower* reported on the organized way in which Jehovah's Witnesses are continuing to move forward with the Kingdom work in all the earth. It also explained how various legal entities are used as instruments to facilitate the spreading of the good news. Such entities or corporations are necessary to conform to local and national laws, as required by God's Word. (Romans 13:1) The corporations known as Watch Tower Bible and Tract Society of Pennsylvania, formed in 1884, and Watchtower Bible and Tract Society of New York, formed in 1909, continue to serve their purpose. This includes the publishing of Bibles and Bible-based publications, handling matters related to property ownership, organizing relief efforts, and so forth.

Due to the diversity and scope of our work, the Governing Body has approved the formation of additional corporations to care for certain needs of Jehovah's Witnesses here in the United States. One of these is named **Christian Congregation of Jehovah's Witnesses**. Thus, from now on most of the correspondence received by congregations and bodies of elders in this country will be transmitted with this letterhead. Such correspondence will include matters dealing with congregations, circuits, districts, conventions, Assembly Halls, and Regional Building Committees. Therefore, please direct all future correspondence on any of such matters to Christian Congregation of Jehovah's Witnesses.

Other activities, such as providing Bible-based literature and supporting certain aspects of the work of Hospital Liaison Committees in the United States will continue to be cared for through Watchtower Bible and Tract Society of New York, Inc. This means that literature requests and matters pertaining to Hospital Liaison Committees should be directed to Watchtower of New York.

We thank you for your cooperation with these adjustments made by the Governing Body in fulfilling its assignment to care for all the master's belongings. (Matthew 24:45-47) May Jehovah continue to bless us as we move forward "with firm conviction in all the will of God." (Colossians 4:12) We send you our warm Christian love and greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

March 8, 2001

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

For more than 17 years, many of our brothers with poor eyesight have found the large-print edition of *The Watchtower* to be a great aid in their personal Bible study. It has also helped them to have a meaningful share in the weekly congregation *Watchtower* Study. We have received many letters of appreciation for this provision, and brothers ask if even more could be done. For example, reports show that some of our visually impaired brothers spend as much as $50 to enlarge copies of books that are used at the Congregation Book Study. You will be happy to know that for the benefit of those who have difficulty reading smaller type, the Governing Body has approved the producing of large-print editions of each book that we will study at the Congregation Book Study.

The first of these large-print books will be *Isaiah's Prophecy—Light for All Mankind I.* This magazine-size paperback book will be 512 pages, with no illustrations. The type size will be comparable to the large-print editions of *The Watchtower.* Requests for this large-print edition may be placed at this time. We are confident that this will help those with impaired vision to benefit more fully from the weekly Congregation Book Study.

We take this opportunity to thank you for your generous donations to the furtherance of the worldwide preaching work. We send you our Christian love and best wishes.

Your brothers and fellow servants,

Watchtower B. & T. Society
OF NEW YORK, INC.

PS: Please note that only the English edition is available at this time. Preparations are underway to produce *Isaiah's Prophecy I—Large Print* in Czech, Danish, Dutch, Finnish, French, German, Greek, Hungarian, Italian, Japanese, Korean, Polish, Portuguese, Romanian, Russian, Slovak, Spanish, Swedish, and Ukrainian. Requests may be submitted for these languages now, and the books will be shipped as soon as supplies are received. As other foreign-language editions become available, you will be notified in the usual manner.

Please have this letter read to the congregation at the first Service Meeting after its receipt. Then post it on the information board.

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

April 10, 2001

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

Since the AIDS and hepatitis scares of the 1980's, the public has become increasingly aware of the very real risks associated with blood transfusions. When facing surgery, growing numbers of patients are demanding: "No blood!" Foremost among these are Jehovah's Witnesses, who for many years have refused blood transfusions for religious reasons.

In recent years, medical science has developed safe, effective medical alternatives to blood transfusions in virtually every field of medicine. An improved standard of care for all patients has thus been made possible. To highlight the reasonable stand of Jehovah's Witnesses on this issue, a half-hour video documentary entitled *No Blood—Medicine Meets the Challenge* has been prepared. This video presents case histories along with fascinating interviews of health-care workers, legal experts, and leading medical authorities. The comments of these non-Witness medical authorities are supportive of our position. However, it is good to note that they are presenting their own opinions, and we may not agree with everything they say. Actual medical footage and computer animations help viewers understand what some of the transfusion alternatives and procedures are and how they work. Whether to accept or reject such alternatives is left up to each individual to decide.—See *The Watchtower,* issues of June 15, 2000, pages 29-31, and October 15, 2000, pages 30-1.

This program has been specially prepared for the non-Witness viewing public. How can we use this video? It is not intended for the congregation to engage in a general public distribution. However, it will no doubt be quite helpful to view the program along with any Bible students, unbelieving mates or relatives, teachers, workmates, and schoolmates who might raise questions about our stand on blood. Every effort has been made to keep the medical scenes as brief as possible, although some parents may want to use discretion in viewing the program with small children present. Direction will be provided to brothers who will be assigned to care for any distribution to hospitals, doctors, and any other professionals.

We are happy to announce the availability of the English edition of this program. Congregations may submit their requests for the English edition at the time of their next literature request. Other language editions will be announced as they become available.

This new video should prove to be beneficial to all who view it. We very much appreciate the help and assistance of all the brothers in promoting Kingdom interests worldwide.

Your brothers and fellow servants,

Watchtower B. & T. Society
OF NEW YORK, INC.

Attachment

PS: Please note that only the English edition is available at this time. As other foreign-language editions become available, you will be notified in the usual manner.

Please have this letter read to the congregation at the first Service Meeting after its receipt. Then post it and the printed sample on the information board.

**[ANNOUNCEMENT TO BE READ BY A MEMBER OF THE CONGREGATION SERVICE COMMITTEE AT THE FIRST SERVICE MEETING AND AT THE CONCLUSION OF THE FIRST *WATCHTOWER* STUDY FOLLOWING RECEIPT OF THIS MAILING:]**

"Persons associated with the Christian congregation of Jehovah's Witnesses and who are eligible for Holocaust-era restitution are being helped to submit applications, *whether or not they were Jehovah's Witnesses during the Holocaust.* If you have not yet been contacted by Jehovah's Witness Holocaust-Era Survivors Fund and you feel you may qualify to apply for compensation for losses you or your relatives suffered during World War II, please see the congregation secretary immediately after the meeting. Your name must be submitted by August 1, 2001, in order to meet the application deadlines."

**Additional Information To Be Provided Privately for Potential Claimants**

Jehovah's Witness Holocaust-Era Survivors Fund, Inc., (JWHESF) has been authorized by the Governing Body to inform and assist persons associated with the congregations of Jehovah's Witnesses who experienced loss or suffering as a result of the Nazi regime. Generally, the following categories of persons may apply:

- Those who performed slave or forced labor for the Nazis or their allies
- Those who suffered as children of slaves or forced laborers
- Those who suffered personal injury or loss of a child during the Nazi period
- Those who suffered property loss during the Nazi period
- Those who fled or attempted to flee to Switzerland during the Nazi period
- Those who were persecuted or harmed because of belonging to groups specifically targeted by the Nazi regime
- Those who were unable to reclaim Swiss bank deposits or insurance policies
- Those whose deceased relatives experienced any of the above

Please note that in <u>most</u> cases, relatives of deceased victims may apply only if the victim died *after* February 15, 1999.

Complete details are available by contacting:

Jehovah's Witness Holocaust-Era Survivors Fund, Inc.
2800 Route 22
Patterson NY 12563-2226
Telephone: 845-306-3600
Fax: 845-306-3571

**In view of impending deadlines, it would be preferable for a congregation elder or the potential claimant to telephone or fax the information to JWHESF <u>before August 1, 2001</u>.**

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

April 25, 2001

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

Recently, academic researchers who say that they are interested in conducting surveys of religious community activities have contacted the elders of a number of congregations. Since there is a need to be careful about the nature of surveys and how such information will be used, we are providing direction for a qualified elder representing the congregation to follow, provided your congregation is asked to participate in such a survey. Some of the points to have in mind are as follows:

When approached by researchers, the elder should treat them kindly, and he may listen to what they have to say. It would be well to find out what university or group the researchers represent and determine just what information they would like to have. If there are survey forms, it might be kindly explained that Jehovah's Witnesses have considerable information in their publications that would no doubt answer some of the questions they are asking. The elder could provide such researchers with a copy of the brochure *Jehovah's Witnesses—Who Are They? What Do They Believe?* On page 13 of that brochure, the basic beliefs of Jehovah's Witnesses are listed together with the Scriptural reason for these beliefs. We accept the Bible as the inspired Word of God. It is the basis for all our beliefs and teachings. It is reliable, whereas tradition is not.

Inquiry might be made about such matters as having a paid clergy class, the racial makeup and diversity of the congregation, the volunteer nature of our ministry, and the unity of our congregations. On page 13, column 2, of the above-named brochure, we have listed our belief that a clergy class and special titles are improper. If a topic is raised that is not specifically covered in the brochure, reference can be made to the *Reasoning* book, such as the portion on "Races of Mankind," starting on page 300. On page 304, reference is made to Acts 10:34, 35 showing that God is not partial. So Jehovah's Witnesses do not discriminate against individuals because of race, language, or social standing. On page 305 the first paragraph points out that the oneness and unity of early Christians was a reality, and so it is today within the organization of Jehovah's Witnesses.

If a question comes up on the subject of neutrality, that is also covered in the *Reasoning* book. And if an inquiry is made about how we view marriage, not only are there Scriptural references in the *Reasoning* book but the book *The Secret of Family Happiness* can be offered to the researcher.

The benefits to the community of our Bible educational ministry are also highlighted in other publications as well as in certain videos. The global scope of our activities is highlighted in the annual *Yearbook*, which includes a chart that sets out what is being accomplished in over 230 different lands. In addition, reference can be made to the Watchtower Society's Web site so that the researcher may have access to a wide array of information, all of which explains the Scriptural basis for the position that Jehovah's Witnesses take on vital issues.

This approach is far more advantageous in giving a witness and providing information than having various members of the congregation taking the time needed to fill out survey forms carefully and accurately. While in some instances we can cooperate with research projects—including surveys—we certainly want to avoid having publishers expressing personal viewpoints that may not be in line with the Bible principles that really govern each Christian's conduct and the united efforts of the brotherhood to carry out Jehovah's will.

If researchers or others approach elders seeking information and some issues come up about which the elders are not certain, they should not make any commitments. Rather, these inquiries should be referred to the Service Department, at the address above, for attention.

We are confident that this direction will be sufficient for you to provide an appropriate response to anyone who approaches the congregation with an inquiry or survey about the work we do in the community and worldwide. May Jehovah's spirit be your guide in caring for this matter as well as in all that you do in his sacred service.

Your brothers,

Christian Congregation of
Jehovah's Witnesses

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

[redacted] 2001

[redacted] CONGREGATION
OF JEHOVAH'S WITNESSES [redacted]
[redacted]

Dear Brothers:

We are pleased to advise that your congregation is assigned to [redacted] Regional Building Committee [redacted]
The name, address, and phone number of the chairman of the committee is shown below:

[redacted] Regional Building Committee [redacted]
[redacted]

If your congregation contemplates undertaking a Kingdom Hall construction project, either new construction or renovation, it is recommended that you make immediate contact with the Regional Building Committee **before** selecting or purchasing property and **before** designing the construction and filing any proposed plans with the authorities. The brothers appointed to serve on the Regional Building Committee are pleased to assist and to offer suggestions which will help you to construct a modest Kingdom Hall that will be functional and adequate. They have been provided guidelines by the branch office which can aid you to avoid pitfalls.

**THIS LETTER SHOULD BE RETAINED IN THE CONGREGATION'S PERMANENT FILE.**
Only the most recent assignment letter should be kept. Older ones should be destroyed to avoid confusion.

It is a pleasure to be working with you in the important work of preaching the good news and in providing suitable Kingdom Hall facilities for our worship of Jehovah.

Your brothers,

Christian Congregation of
Jehovah's Witnesses

cc: [redacted]

WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

## HOW TO REQUEST A TERRITORY ADJUSTMENT

TO ALL CONGREGATION SERVICE COMMITTEES IN THE UNITED STATES

Dear Brothers:

Congregation Service Committees should carefully follow these instructions when recommending adjustments to congregation territory assignments. This may be necessary because the formation of a new congregation is being recommended or because existing congregations need for the Society to adjust the boundaries to provide better territory coverage.

(1) Before recommending an adjustment, please check your current Congregation Territory Assignment (S-54) letter, which should be in the congregation's permanent file. Read it carefully to make sure you understand the location of your territory boundaries as assigned by the Society. If the letter has been misplaced, please request a replacement from the Society's Territory Desk.

(2) Contact the Congregation Service Committee of each congregation whose territory boundaries would be affected. Base your discussion on what is shown on the current Congregation Territory Assignment for each congregation, and determine how the boundaries should be adjusted. It is always preferable to select boundaries that are definite landmarks or physical features, such as roads, highways, county lines, rivers, and railroads. If it is absolutely necessary to use imaginary lines as boundaries, begin and end them at definable points that can be easily located, such as the intersection of two highways or the point where a roadway crosses a county line. The Society will assign each congregation to work only its side of all boundaries. Avoid creating separate "island" territories outside the boundaries of the congregation's main territory assignment.

(3) Once each congregation has agreed to new overall boundaries, a brief letter should be written to the Society explaining why a change in the territory assignment is being requested and the benefits of the proposed adjustments. The Congregation Service Committee of each congregation affected should sign this letter. The Society will not process a territory adjustment without the written consent of all congregations concerned.

(4) Each congregation should prepare a proposed territory assignment outline, imitating as closely as possible the format of the example provided below. First, **list all towns** within the congregation's proposed territory boundaries that have their own post office and ZIP code. List the towns by state and county. (As an exception, if the territory includes an entire county, it is not necessary to list the towns in that county.) After the name of each county and town, indicate whether the congregation holds all or only part of it. If congregations that speak other languages are covering the same towns or counties, indicate this with the pound sign (#). Second, **describe the congregation's proposed overall boundaries.** This description should begin with the north boundary and then proceed to the east, south, and west boundaries, forming a continuous path or line. The Congregation Service Committee should sign this proposed territory assignment outline.

(5) Obtain **one** map that clearly shows the territory of all the congregations involved in the requested adjustment. If this is not possible, obtain *one set* of maps that will accomplish this purpose. Do not submit duplicate maps for each congregation. If a boundary passes through a town and the features that will serve as boundaries within that town are not indicated on the main map, it may be necessary to submit a supplementary map of the town that accurately shows the names of the streets, highways, rivers, railroads, or other features. Use city, county, and/or area maps that are commercially made. Avoid using computer-generated maps or photocopied maps. Please do not cut and tape together parts of maps.

(6) Please use a soft, black-lead **pencil** to trace on the map(s) the proposed boundaries for each congregation. Do not use colored pencils, pens, or highlighters. Mark only the overall congregation boundaries. If a whole town is to be held by one congregation and it falls on a proposed boundary, trace around the town following the town limits. Use broken lines (---) to indicate any imaginary lines used as boundaries. Pencil in the name of each congregation within its boundaries. If the names of any boundaries are not specified on a map, please pencil these in. If your assignment includes rural territory and county or area maps are used, take special care to identify and label each boundary. Sometimes the names and numbers of secondary roads are not printed on these maps even though they are well known locally.

(7) After carefully following all of the steps outlined above, place the letter of explanation, each congregation's territory assignment outline, and the map(s) in one envelope. For territory adjustments made in conjunction with the recommendation of a **new** congregation, submit this envelope to your circuit overseer with the rest of the paperwork required for that proposal. For all other territory adjustment proposals, please mail it to the Society, "ATTENTION: Territory Desk."

Your kind cooperation in harmony with the instructions outlined above will be very much appreciated. May Jehovah's rich blessing be upon your faithful efforts to make his name known in the territory he has entrusted to you.—2 Corinthians 10:13.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

## EXAMPLE OF TERRITORY ASSIGNMENT OUTLINE

CENTRAL CONGREGATION, LARGETOWN, NEW YORK (Congregation number 229386)

List of Towns by State and County:

NEW YORK:

APPLE County: (part)

Jonesville (part)
Palmsburg #
Port Richmond #

JONES County: (entire) #

SMITH County: (part) #

Largetown #
Booneville (part)

Description of Overall Congregation Boundaries:

| | |
|---|---|
| NORTH: | Second Ave, 143 St, Interstate Hwy 96 to the point where it crosses Deep River, Deep River to the point where it is crossed by US Hwy 87, US Hwy 87, and Main-Apple county line |
| EAST: | Apple-Smith county line, Baker St, town limits of Smithsville (this town is not part of our assignment), and County Hwy 5 along with its imaginary extension to the Ohio RR |
| SOUTH: | Ohio RR to its intersection with Coral Blvd, imaginary line running due west from the aforementioned intersection to the intersection of Flat Ave with State Hwy 9, State Hwy 9, town limits of Jonesville (this town is part of our assignment), and southern border of Jones County |
| WEST: | Williams St from southern border of Jones County to Second Ave |

# English-speaking population only.

| Presiding overseer (signature) | Service overseer (signature) | Secretary (signature) |
|---|---|---|

WATCHTOWER
Bible and Tract Society of New York, Inc.
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-5000 Fax: (718) 560-7119

[redacted] June 13, 2001

**TO ALL HOSPITAL LIAISON COMMITTEES**

Dear Brothers:

We are pleased to provide some additional instructions for using the new video *No Blood—Medicine Meets the Challenge,* which was announced in the April 10, 2001, letter to all congregations. An initial supply of the new video is enclosed. Thereafter, you may request additional supplies through the normal congregation arrangement.

As mentioned in the April 10, 2001, letter to all congregations, this 30-minute video has been specially prepared for the non-Witness viewing public. Therefore, a campaign for a wide distribution of this video to medical professionals is not necessary. However, you may pursue opportunities to show the video during your regular presentations to ethics committees, nurses, residents, medical students, and hospital sponsored continuing education programs. After showing the program, a brief explanation about the work of the HLC and of Jehovah's Witnesses' position on blood should be made if possible. Allowing time for questions after the presentation should prove beneficial as well. If after seeing the video, a medical professional requests a copy, you may provide them one. You may also make the video available to bloodless medicine and surgery program coordinators who request a copy for their in-service education programs.

As you know, the *2001 Yearbook of Jehovah's Witnesses* announced a new video *Transfusion-Alternative Strategies—Simple, Safe, Effective.* It is presently being distributed in Europe. This video was specifically prepared with physicians in mind. The video includes interviews with some of the world's leading surgeons and demonstrations of techniques used in bloodless surgery. We will provide you additional direction when it becomes available in the United States.

In both of these videos, the comments of the non-Witness medical authorities are supportive of our position. However, as the April 10, 2001, letter says, the doctors "are presenting their own opinions, and we may not agree with everything they say." Additionally, although actual medical footage and computer animations may help viewers understand what some of the transfusion alternatives and procedures are and how they work, whether to accept or reject such alternatives is left up to each individual Witness to decide.—See *The Watchtower*, issues of June 15, 2000, pages 29-31, and October 15, 2000, pages 30-1.

Please view the new video, *No Blood—Medicine Meets the Challenge*, as another tool to be used when the circumstances warrant it. Carefully watch the program several times to become familiar with its contents. We will appreciate receiving any outstanding experiences as you use the video. Please report the number of videos distributed by January 1, 2002. Our prayers are for Jehovah's continued blessing on your work.

Your brothers in Jehovah's service,

Watchtower B. & T. Society
OF NEW YORK, INC.

HOSPITAL INFORMATION SERVICES

c: To All Bodies of Elders
To All Traveling Overseers

WATCHTOWER
Bible and Tract Society of New York, Inc.
Hospital Information Services
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-4300 Fax: (718) 560-4479 E-mail: his@wtbts.org

[redacted] 2001

[redacted] Congregation of
Jehovah's Witnesses
[redacted]

Dear Brothers:

We want to commend you for diligently following the instructions in the December 1, 2000, letter that resulted in an increased number of brothers filling out the Advance Medical Directive/Release (AMD) card and the Society's health-care durable power of attorney (DPA) form. Enclosed is an updated list of members of the Hospital Liaison Committee (HLC) to which your congregation is assigned. All elders should make several copies of this letter and listing in order to have one accessible at all times. *Please do not make copies of this list for publishers or post it on the information board or read it to the congregation.*

**When should the Hospital Liaison Committee be contacted?** It is wise to contact the HLC *in advance* to locate cooperative physicians/hospitals for those in need of complicated surgery or serious medical attention, especially older ones, children, and pregnant sisters. This will help the patient avoid complications and possible confrontation. Additionally, if a blood transfusion/court order is threatened, it would be wise to contact the committee promptly. As a reminder, the HLC arrangement is only for baptized and unbaptized publishers and their children. (Please see reverse side for additional information to consider before contacting the HLC.)

**What should individual publishers do to prepare themselves for medical situations?** Encourage additional brothers to fill out both medical directives (AMD and DPA) which will afford them the best legal protection. They should also be reminded to talk to their doctor about nonblood alternatives *before* the need for treatment arises.

**How can elders work in cooperation with the HLCs?** Please ascertain what the publisher's needs are before contacting the committee. At times the HLCs are asked basic questions that are answered in the Society's publications, which an elder could have handled (e.g., "Questions From Readers" in the June 15 and October 15, 2000, issues of *The Watchtower*). Additionally, love for God's sheep should motivate elders to visit the sick at home and in the hospital.—Galatians 6:10.

Be assured of our sincere appreciation for the fine work accomplished by congregation elders in assisting individuals who face challenging medical situations. (Acts 15:29) We send our warm Christian love.

Your brothers in Jehovah's service,

Watchtower B. & T. Society
OF NEW YORK, INC.

Enclosure

Assignment: [redacted] Hospital Liaison Committee

## INFORMATION ABOUT THE PATIENT
## THAT YOU NEED BEFORE CONTACTING THE HLC

The patient's name, age, and telephone number.

If the patient is hospitalized, please provide hospital name, room number, and patient's telephone number.

The congregation with which the patient or family is associated.

Whether the patient is baptized or an unbaptized publisher.

Has the patient requested that the HLC be involved?

Have you assisted the patient to complete an Advance Medical Directive/Release card and the Society's health-care durable power of attorney (DPA) form?

If possible, the name(s) of the doctor(s) involved.

The exact medical problem of the patient (e.g., open-heart surgery, treatment for leukemia or cancer, premature baby)

If available, some specifics on the patient's present medical condition, such as red blood cell count.

What treatment is the doctor using or recommending?

Telephone number where you can be reached.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

July 2, 2001

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Use of Rental Buses

Dear Brothers:

This letter replaces our correspondence dated June 25, 1999, which should be destroyed. The purpose of this letter is to update the guidelines regarding the renting of buses for transporting congregation members to assemblies, conventions, and Bethel facilities.

As you no doubt are aware, many congregations work hard to care for the practical needs arising from the expansion now being experienced by Jehovah's earthly organization. We know that in order to care for transportation to and from assemblies, conventions, as well as Bethel facilities, some congregations have found it advantageous to make arrangements to rent buses or other commercial vehicles.

Therefore, in order to protect the interests of everyone concerned, we ask that all congregations comply with the following guidelines:

- When making transportation arrangements, please use a reputable bus company. Although this may be more expensive, it assures safe and quality service.

- Make sure the company has at least $5 Million of liability coverage. Request that the company provide the Congregation with a Certificate of Liability Insurance. The Christian Congregation of Jehovah's Witnesses, the Watchtower Bible and Tract Society of New York, Inc., and the Congregation making the arrangements should be named as additional insureds with the bus company on its liability policy for the duration of the contract.

- If the company does not offer this type of coverage, or is unwilling or unable to produce a Certificate of Insurance, it would be best to find a different company.

- The contract should be signed by an elder in his capacity as an elder for the congregation. This can be done by typing or printing clarifying language such as, "Presiding Overseer for the _____ Congregation," "Secretary for the _____ Congregation" or "Authorized Elder for the _____ Congregation" immediately beneath the elder's signature.

- Please keep in mind that the congregation does not sponsor trips that are unrelated to theocratic activities. Announcements should not be made from the platform in connection with any private arrangements that an individual might make. Such an arrangement would

be his own responsibility. However, he should make sure to use a reputable bus company that has adequate insurance coverage so as to mitigate any liability.

We trust that these guidelines will prove helpful when making arrangements to care for the transportation needs of the publishers in your congregation.

We take this opportunity to send our warm Christian love.

Your brothers,

Christian Congregation of
Jehovah's Witnesses

cc: District Convention overseers
District overseers
Circuit overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

July 5, 2001

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

On February 1, 2001, a letter was sent to all bodies of elders in the United States, stating that Jehovah's Witness Holocaust-Era Survivors Fund, Inc., (JWHESF) has been authorized by the Governing Body to assist brothers and sisters who may qualify for Holocaust-era restitution. At present, over 400 names of potential claimants in the United States have been submitted. Many of these are elderly Witnesses who have been in Jehovah's service for many years. Others have recently become associated with our congregations. JWHESF is assisting all such ones.

The application deadlines are rapidly approaching. The International Organization for Migration (IOM), the agency administrating restitution funds, has requested that JWHESF arrange for a "last call" for claimants who may be associated with congregations of Jehovah's Witnesses. Therefore, please have a member of the Congregation Service Committee read the accompanying announcement at the first Service Meeting and at the conclusion of the first *Watchtower* study following receipt of this mailing. You will note that the announcement directs individuals to see the congregation secretary for additional information. When they do, the secretary may share with them the information contained in the box printed below the announcement.

Experience has shown that some eligible individuals have been overlooked to date because others in the congregation, including the elders, were not aware of their past experiences. Other eligible persons have misunderstood the matter, thinking that they can only receive assistance if they were Jehovah's Witnesses during World War II.

*Please note that once the deadline expires, there is no possibility of submitting applications.* Therefore, we would appreciate your giving this matter your urgent attention. If brothers and sisters wish to apply for restitution, we do not want them to miss out on the opportunity. In line with the June 15, 2001, *Watchtower* article, "Look After Orphans and Widows in Their Tribulation," we are pleased to assist our dear elderly ones.

Your brothers,

Christian Congregation of
Jehovah's Witnesses

Encl.

WATCH TOWER
Bible and Tract Society of Pennsylvania
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-5000 Fax: (718) 560-5101

September 8, 2001

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

In the early morning hours of April 1, 7, and 8, 1951, thousands of Jehovah's Witnesses from Ukraine, Moldavia, and the Baltic lands—men, women, and children—were loaded into boxcars and exiled to Siberia. This mass deportation marked a critical moment in an ideological attack that spanned much of the 20th century. Why did the powerful Soviet government regard the Witnesses as a threat? How did the Witnesses survive and prosper despite decades of unrelenting persecution?

Our brothers in the former Soviet Union have established an outstanding record of faithfulness in the face of monumental opposition. As announced at the 2001 district convention, a documentary video based on the history of Jehovah's Witnesses in that country has been produced. The video is entitled, *Faithful Under Trials—Jehovah's Witnesses in the Soviet Union.* The Russian edition of this video was released in Russia in April of this year to coincide with the 50th anniversary of the deportation of our brothers to Siberia.

We are happy to announce the availability of the English edition of this enlightening and inspiring program. Congregations may submit their requests for the English and Russian editions at the time of their next literature order. Other language editions will be announced as they become available.

We trust that this video will strengthen the faith of all who watch it. Additionally, we take this opportunity to thank you for your generous donations to the furtherance of our worldwide preaching work. We send you our Christian love and best wishes.

Your brothers and fellow servants,

Watch Tower B. & T. Society
OF PENNSYLVANIA

Attachment

PS: Please note that only the English and Russian editions are available at this time. As other foreign-language editions become available, you will be notified in the usual manner.

Please have this letter read to the congregation at the first Service Meeting after its receipt. Then post it and the printed sample on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

September 10, 2001

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

This is to provide you with additional information regarding the Kingdom Ministry School for the 2002 Service Year.

**Supplementary Course:** The supplementary course for congregation elders will be held during the 2003 service year rather than immediately following the Kingdom Ministry School.

**References:** Please review the following material in advance of the Kingdom Ministry School:

**Elders and Ministerial Servants**

- *Organized to Accomplish Our Ministry,* pages 30-8, 55-7*
- *The Watchtower*, October 15, 1996, pages 15-24
- *Our Kingdom Ministry*, January 1999, page 8
- Romans chapter 12

**Elders**

- 1991 Kingdom Ministry School textbook, pages 40-2, 90-142*
- *The Watchtower,* June 15, 2000, pages 29-31*
- *The Watchtower,* October 15, 2000, pages 30-1*
- Notification of Disfellowshipping or Disassociation (S-77) form [The secretary should circulate a copy of the form among the elders prior to the school.]

* Please bring this reference to the school

**Lapel Cards:** You will soon be receiving lapel cards from your circuit overseer. Elders and ministerial servants will need to wear these to gain entry to the school. The presiding overseer should keep the cards in a safe place until the week of the school, when an appropriate card should be given to each elder and ministerial servant. If you receive extra lapel cards, the presiding overseer should return these to the circuit overseer the next time he sees him. Do not return extra lapel cards through the mail. If you need additional lapel cards, the presiding overseer should contact the circuit overseer.

**Hotel Arrangements:** If you have not made hotel reservations and you plan on doing so, you will need to make them before the end of September. After that time, hotels will be allowed to take back rooms not already reserved. As mentioned in the March 26, 2001, letter, if you encounter difficulty in making your reservations at any of the listed hotels, inform your presiding overseer so that he may contact the Convention Office at (718) 560-7400.

At the 2001 district conventions, brothers saved hundreds of thousands of dollars by following the direction not to pay any energy or fuel surcharges added to their hotel bills. Such surcharges were invalid because we already had a contract with each hotel stating the full room rate. The same is true for the rates listed for Kingdom Ministry School hotel accommodations. Therefore, if any hotel on the list for the school tries to levy any surcharge that is not a local, state, or other tax, ask that this be removed from your hotel bill. Also, please inform the brother in charge of rooming at the school location about this matter.

In the following cities where the school will be conducted at a hotel, the host hotels are full and overflow hotels shown here are available. At all other locations, the host hotels still have rooms available.

**ATLANTA, GA (Nov. 23-25 ONLY)**
Westin Peachtree Plaza
210 Peachtree Street NW
Atlanta, GA 30303
Phone: (404) 659-1400
Rate: $59.00 (includes parking)
2 blocks from the Omni Hotel

**BATON ROUGE, LA (Dec. 28-30 ONLY)**
Hawthorn Suites
3045 Valley Creek Road
Baton Rouge, LA 70808
Phone: (225) 923-3377
Rate: $41.00 (free parking)
2 blocks from the Radisson Hotel

**COLUMBIA, SC**
Best Western Executive Inn
1720 Bush River Road
Columbia, SC 29210
Phone: (803) 561-9027
Rate: $39.00 (free parking)
Across the street from the Sheraton Hotel

**SPOKANE, WA**
Hawthorn Inn & Suites
3808 North Sullivan Road
Spokane, WA 99216
Phone: (509) 893-0955
Rate: $50.00 (free parking, free hot buffet breakfast)
1 mile north of the Doubletree Hotel

We pray Jehovah's blessing on your efforts to attend this occasion of spiritual instruction.

Your brothers,

Christian Congregation of
Jehovah's Witnesses

**NOTE:** The presiding overseer should meet with all elders and ministerial servants in the congregation as soon as possible. Please read this letter *in its entirety* to the brothers. Thereafter, the secretary should make sure that any brothers appointed between now and the time of the school also read this letter. Please review the March 26, 2001, assignment letter before contacting the branch office if you have additional questions.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

September 17, 2001

**TO ALL CONGREGATIONS IN THE UNITED STATES**

Dear Brothers:

On Tuesday, September 11, stunning events unfolded in this country. Innocent people became the victims of terrorist attack! It is reported that thousands have lost their lives! Tragically, some of our brothers in New York City were affected. After contacting every circuit overseer and body of elders and endeavoring to check on the whereabouts of each one in our congregations, we are sad to report that 1 is confirmed dead and 13 are counted missing. Even though we understand how "time and unforeseen occurrence" befall us all, we grieve when we hear of these things. (Ecclesiastes. 9:11) However, we have the wonderful assurance of how "precious in the eyes of Jehovah is the death of his loyal ones."—Psalm 116:15.

Those who have loved ones who are lost or missing are in need of genuine comfort. Even those who were not directly affected by the recent tragedies have begun worrying about the security of their future. They wonder why these things happen. We can help them! Jesus taught us what to do in times of human distress. He went forth to "bind up the brokenhearted," to "comfort all the mourning ones," and to "tell the good news." (Isaiah 61:1, 2) Indeed, it is the good news of the Kingdom that brings real comfort. Now is the opportune time for all of us to really exert ourselves in sharing Bible truths with others.

We wish to encourage every publisher who possibly can to put forth a special effort in the ministry during the days and weeks ahead. Likely, you will find that many people are eager to talk about recent events. Just asking them "What do you think of the recent tragic events?" may start a conversation. Or we could simply state that our purpose in calling is to bring comfort to families in the wake of what happened on September 11. Give them comfort and hope. Show them from the Bible what Jehovah has promised for the future, after these "critical times hard to deal with" are gone. (2 Timothy 3:1) Offer to leave with people one or more of the following publications that most directly address their immediate concerns. Offer to study the Bible with them.

*Comfort for the Depressed* (Tract No. 20)
*Does God Really Care About Us?* brochure
May 22, 2001, *Awake!*, cover article "The New Look of Terrorism"
August 22, 2001, *Awake!*, with the cover article "Coping With Post-traumatic Stress"

We pray Jehovah's rich blessing on our united efforts to demonstrate our love for fellow humans by sharing the good news of God's Kingdom. Be assured of our warm Christian love.

Your brothers,

Christian Congregation of
Jehovah's Witnesses

P.S. to the Congregation Service Committee:

Please have this letter read at the first Service Meeting after it is received. It should also be read after the next *Watchtower* Study. Can additional meetings for field service be arranged to seize the opportunity to give a special witness during this time? If so, make this known when reading this letter to the congregation. Instructive meetings for field service should be prepared so practical suggestions can be given on how to approach people under these circumstances. All publishers are encouraged to search for extra editions of appropriate literature to use in the field ministry in the coming days. Moreover, we are happy to inform you that extra editions of the May 22 and August 22 issues of *Awake!* have been reprinted. You may contact the Magazine Department at Wallkill to place orders for extra magazines.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

October 2, 2001

Dear Pioneer Publisher:

David was moved to exclaim: "Blessed be Jehovah, who daily carries the load for us, the true God of our salvation." (Psalm 68:19) He found delight in serving his heavenly Father. (Psalm 40:8) As a regular pioneer, no doubt you too have found delight in your ministry. You are giving of your time and energy, your love and knowledge of the truth. Your unselfish giving has likely brought you joy and contentment. True, the pioneer ministry is an additional responsibility, but Jehovah's helping hand has made it possible for you to succeed as a pioneer and maintain your joy in the ministry. Remember Jesus' promise recorded at Matthew 11:29, 30 (footnote), that he will help carry the "yoke," providing "refreshment for your souls."

Many pioneers have experienced the truthfulness of Ecclesiastes 9:11: "Time and unforeseen occurrence befall them all." If problems with health or family arise, can adjustments be made that will permit you to hold on to your precious privilege of full-time service? What may make the difference? Talk to Jehovah in heartfelt prayer, asking for wisdom and discernment to cope with the problem. (James 1:5; 1 John 5:14, 15) In addition, approach the elders or your circuit overseer, who will be glad to offer suggestions that may help you to continue pioneering. (Proverbs 20:18; 24:6; Isaiah 32:2) Rather than waiting until you get so far behind in your service that it will not be possible to catch up, be prompt in seeking solutions. Can some time be bought out from secular work or nonessential activity?—Philippians 1:10; Colossians 4:5.

Much is accomplished when you work hard to reach as many people as possible with the good news. In striving to 'accomplish your ministry fully,' doubtless you are working to improve your skill in all features of the service. (2 Timothy 2:15; 4:5) During the past 12 years, a special three-hour meeting for regular and special pioneers has been arranged each year in conjunction with the circuit assembly. One pioneer described such meetings as "very joyous and upbuilding occasions." Is that how you feel? Much encouragement and direction have been given to pioneers at these meetings. Here are some of the practical suggestions that were featured during the last four years.

**Maintaining a Good Schedule:** A pioneer needs a well-thought-out schedule to be successful. Is yours tailored to fit your present circumstances? Do you hold to it? Pioneers need to be balanced and set priorities. There should be sufficient time for personal study and preparation for and attendance at all meetings. There should be definite times for field service. Be sure to include time for rest, healthful meals, and some relaxation. Do not procrastinate in connection with your ministry. Get an early start each day, each month, and each service year.

**Preach the Good News Everywhere:** Be alert, and take the initiative to talk to people at every opportunity. Jesus did not need a door to talk to people. He *made* opportunities to preach. (Matthew 9:35; Luke 19:5; John 4:7) Look for specific opportunities to utilize his methods. Do not let apprehension hold you back.

**Plan Ahead—Accomplish the Most Good:** You will find it advantageous to keep a portfolio of *Our Kingdom Ministry* articles that you find especially helpful in accomplishing your ministry. Such articles might include the inserts from the March 1997, June and September 1996, September 1995, and August 1993 issues. More recently, the series of articles appearing on page 8 of *Our Kingdom Ministry* in the August through December 1999 issues addressed the topics: 'What will I say to a Buddhist? a Hindu? a Jew? a Muslim? an atheist?' Do these articles provide information that is applicable in your territory? Review your portfolio periodically.

**Are You Fully Accomplishing Your Follow-Up Ministry?** Follow up on all interest found. This will also stimulate others in the congregation to be return-visit and Bible-study conscious. Remember these seven points: (1) Call back on receptive ones, even if literature is not placed. (2) Have a positive attitude, and regard the person as interested. (3) Tell the householder you will return, and try to establish a day and time to call and a question to discuss. (4) Record the placement (if any), subject of conversation, name, and address. (5) Do not delay; try to return in a day or two. (6) Schedule time for return visits each week. (7) Return with the goal of starting a Bible study.

**Reaching Hearts With the Art of Persuasion:** The Greek root word translated "persuade" means "to convince, to bring about a change of mind by means of sound, logical reasoning." (Acts 18:4) More is needed than cold logic or even a series of scriptures to prove a person's viewpoint to be right or wrong. When strong emotional barriers exist, these must first be removed. To counteract such barriers, give attention to how you express your viewpoint. Do not take a dogmatic, self-righteous position, and do not be sarcastic or demeaning. Humility is the key. "Always treat others as you would like them to treat you." (Matthew 7:12, *New English Bible*) Use persuasion by (1) listening carefully, (2) asking questions, and (3) using sound reasoning.

**Importance of the House-to-House Ministry:** The house-to-house ministry is still the mainstay of our preaching work. (Acts 20:20, 24) It is in this field that most find the majority of their return visits and Bible studies. We encourage you to support congregation arrangements for house-to-house witnessing, taking the opportunity to work with publishers from door to door. They can benefit very much from your experience in the field. Have a flexible schedule so that you can go from house to house when more people are at home.

The letter from the Governing Body in the 2001 *Yearbook* exclaims: "How favored we are! As Jehovah's Witnesses, we are privileged not only to know Jehovah . . . but also to bear his name and serve him." As a regular pioneer you have the special privilege of devoting 70 hours each month to the work of bearing witness to Jehovah. To continue strong in your ministry, it is vital that you maintain a good schedule of Bible reading, personal study, and meditation. These will nourish you, helping you to keep going in your chosen vocation. —1 Timothy 4:6.

Be assured of our prayers that Jehovah will continue to bless you and take you by the hand as you pursue the pioneer ministry, to your joy and to Jehovah's praise.—Psalm 73:23.

Your brothers,

Christian Congregation of
Jehovah's Witnesses

WATCH TOWER
Bible and Tract Society of Pennsylvania
Risk Management Office
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-5000 Fax: (718) 560-8877

October 15, 2001

TO: BODIES OF ELDERS OF TITLEHOLDING CONGREGATIONS PARTICIPATING IN THE KINGDOM HALL ASSISTANCE ARRANGEMENT (KHAA)

Dear Brothers:

We are now entering the thirteenth year of the Kingdom Hall Assistance Arrangement through which designated contributed funds are used to pay for property damage to Kingdom Halls as well as expenses and liability claims arising from incidents on Kingdom Hall property. Jehovah's blessing on the fine spirit of cooperation and conscientious support that all have shown makes it possible to continue to provide this assistance without any change in the amount of the suggested contribution.

Attached is the suggested contribution for the KHAA for your Kingdom Hall property covering the accounting period of October 1, 2001, to October 1, 2002. When remitting your contribution via the Watchtower Electronic Funds Transfer System (WEFTS), enter the amount at the telephone prompt designated Kingdom Hall Assistance Arrangement. This prompt is accessed under the "other donations or payments" menu. Please **do not** include this contribution with any payments on your Congregation Account.

Please note that the contribution must be forwarded by using the titleholder's congregation account and not any other account such as the operating committee's fund. If your congregation is able to contribute the entire amount now, this would be greatly appreciated. If this is not possible, please forward as much as you can afford at this time and then the additional amount when you are able to do so.

The Society is pleased to administer this arrangement by which all congregations can share in assisting one another. We join you in praying for Jehovah's blessing on our efforts to properly care for our buildings and all those who turn to such centers of true worship to learn more about our Grand Creator.

Your brothers,

Watch Tower B. & T. Society
OF PENNSYLVANIA

WATCHTOWER
Bible and Tract Society of New York, Inc.
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-5000

October 16, 2001

TO ALL BODIES OF ELDERS IN THE UNITED STATES:

Dear Brothers:

We are writing to inform you of certain further adjustments taking place with regard to the corporation changes described in the February 27, 2001, letter to all bodies of elders in the United States.

Previously, statements acknowledging donations, congregation deposits, and loan activity originated from the Watchtower Bible and Tract Society of New York. Beginning with September 2001 activity, these statements will now originate from the Watch Tower Bible and Tract Society of Pennsylvania. Charges and acknowledgement of payments on account for items such as shipping costs for rush literature shipments will continue to originate from the Watchtower Bible and Tract Society of New York, Inc. Similarly, there will be no change to the Shipping Summary statement that you receive now.

It is preferred that congregations continue to send all donations and payments via the Watchtower Electronic Funds Transfer System (WEFTS). The adjustments regarding corporations will not affect the current WEFTS process, as this system will automatically care for directing the funds to the correct corporation. However, if an unusual circumstance arises where a check must be used, donation and deposit checks should be made payable to the Watch Tower Bible and Tract Society of Pennsylvania. Loan payments should be made on a separate check, also payable to the Watch Tower Bible and Tract Society of Pennsylvania. A check to pay balances due on your congregation account should be made payable to the Watchtower Bible and Tract Society of New York, Inc. Any checks made payable to a different payee will be returned to the congregation with a letter of explanation.

Thank you for making note of these adjustments. We take this opportunity to send you brothers our warm love and greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 2, 2001

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

Many of you have heard regular and special pioneers express appreciation for the pioneer meeting held each year in conjunction with the circuit assembly. September 1, 2001, marks the 14th year that pioneers have been invited to attend these sessions. Until now, the only elders attending were those who were also serving as regular pioneers. This fact made it difficult for most elders to help pioneers to apply the suggestions given at the pioneer meetings.

You will be happy to know that, beginning with this service year, approval is granted for one member of the Congregation Service Committee, preferably the service overseer, to attend the pioneer meeting. If the service overseer is unable to attend, the body of elders should select any other elder to attend in his place. If the elder is a member of the Bethel family, an Assembly Hall overseer, or assistant Assembly Hall overseer, he will need to use vacation time to attend.

The elder who attends the meeting should take notes on the entire program. Thereafter, the presiding overseer should include a point on the agenda for the next elders' meeting on how the elders can assist pioneers. During the elders' meeting, the brother who attended the session should share a few highlights with the entire body of elders. As a result of reviewing specific points from the pioneer meeting, you will be in better position to help and encourage the regular pioneers.

In letters of appreciation for these special meetings, pioneers have written the following: "It was so wonderful a meeting, very encouraging, motivating—making us feel very cared for." "The meeting was just what I needed. It came at the right time." "The emphasis to look for and make opportunities to witness at all times will not only make us more effective in the service but also help us to do better in meeting our goal hour-wise." "The program was well thought out, well prepared, and refreshing. It helps us as pioneers to continue joyfully." Even though only one elder from each congregation is invited to attend the pioneer meeting, we are confident that you will be pleased to support this new arrangement.

Please be assured of our joy in serving alongside you as "God's fellow workers" as we look forward to the day when "the earth will certainly be filled with the knowledge of Jehovah as the waters are covering the very sea."—1 Corinthians 3:9; Isaiah 11:9.

Your brothers,

Christian Congregation of
Jehovah's Witnesses

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 5, 2001

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

It is commendable to see the warm bond of love that exists between the congregations and the traveling overseers that serve you. One way that you have demonstrated your love is the generous financial support that you have given to the health-care and transportation provisions for traveling overseers and their wives. It was in 1983 that arrangements were first made to provide coverage for their health care. Then in 1988 the lease car arrangement went into effect. These arrangements have been working well, and we have received many expressions of appreciation from traveling overseers. On behalf of the United States branch office as well as all the traveling overseers, we express our warm gratitude for your generous and loving support of these provisions.

Last year, in our March 22, 2000, letter to all congregations in the United States, adjustments were made in how the traveling overseers' automobile and health-care expenses would be cared for. Instead of each congregation contributing to a separate fund a specific amount based on the number of publishers, these costs now come out of the general funds, which are supported by donations to the worldwide work. Of course, as you can appreciate, the cost of health care and transportation continues to be a major expense, amounting to millions of dollars each year. Thus, while a specific contribution is not being suggested, it is now important for each publisher to be mindful that the funds contributed to the worldwide work are also being used to care for this major expenditure. It would be good to give thought to setting aside something on a regular basis to share in covering these necessary expenses.—1 Corinthians 16:1, 2.

In his letter to the Philippians, Paul, a first-century traveling overseer and member of the governing body, highly commended them. Despite their poverty, on at least three earlier occasions, the brothers had sent Paul the things he needed. (2 Corinthians 8:1, 2; 11:9; Philippians 4:10, 15, 16) But a span of time passed wherein they gave nothing materially. Why? "You lacked opportunity," wrote Paul. (Philippians 4:10) Perhaps difficult times, changed circumstances, or their not knowing where Paul was prevented them from doing what their hearts desired. But now they had 'revived their thinking on his behalf,' and he was grateful.

We too are confident that you will continue to give thought to supporting our traveling overseers as they keep working hard to serve Kingdom interests. It is our prayer that, in turn, "God will fully supply all your need to the extent of his riches in glory by means of Christ Jesus." (Philippians 4:19) We send our best wishes and warm Christian love.

Your brothers,

Christian Congregation of
Jehovah's Witnesses

P.S. to body of elders:

It would be appropriate to keep this matter before the congregation from time to time during the year so that adequate contributions will be made to support the transportation and medical expenses of our traveling overseers. For example, following the visit of the circuit overseer to the congregation when a resolution is being considered regarding his weekly expenses, it may be well to remind the brothers of this expense that is now being covered by their donations to the worldwide work. If funds are on hand, you may wish to present a resolution to send an additional amount to the worldwide work that month. We thank you in advance for your consideration of this matter.

WATCHTOWER
Bible and Tract Society of New York, Inc.
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-5000

November 15, 2001

**TO ALL CONGREGATIONS IN THE UNITED STATES**

Dear Brothers:

At Psalm 122:1 the psalmist wrote: "I rejoiced when they were saying to me: 'To the house of Jehovah let us go.'" Many have made similar expressions regarding their visit and tour of Bethel at Brooklyn, Patterson, and Wallkill. Perhaps you were one of the nearly 60,000 who visited during the 2001 service year. If you have not yet had the opportunity to tour Bethel or if you would like to visit again, we cordially invite you to do so.

If you would like to visit Bethel sometime during the upcoming year, please see a member of your Congregation Service Committee. They have been provided with information, including the *2002 Bethel Visitors Lodging and Car Rental List,* that will be useful to you in preparing for your visit.

We are confident your visit to Bethel will prove to be both encouraging and motivating. May Jehovah continue to bless your efforts in serving his Kingdom interests.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

WATCHTOWER
Bible and Tract Society of New York, Inc.
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-5000

November 15, 2001

**TO ALL CONGREGATION SERVICE COMMITTEES IN THE UNITED STATES**

Dear Brothers:

Please find enclosed a letter, which should be read to the congregation at the first Service Meeting after its receipt, regarding the *2002 Bethel Visitors Lodging and Car Rental List*. If a publisher would like to visit and tour Bethel, a member of the service committee should consider the enclosed information with the individual:

- *Instructions to Consider With Those Planning to Visit or Tour Bethel*
- *2002 Bethel Visitors Lodging and Car Rental List*

A few *Patterson Inn Room Request* forms have also been included with this letter. If additional forms are needed, you may make copies as necessary. These forms are effective as of November 15, 2001. Therefore, please discard all copies of the previous form.

We are confident that any who wish to visit and tour Bethel will be encouraged by the experience. Thank you for your assistance in aiding those who are making preparations for such a trip. May Jehovah continue to bless your efforts in serving his Kingdom interests.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Enclosures

P.S. to the congregation secretary

- After the enclosed letter is read to the congregation, the *2002 Bethel Visitors Lodging and Car Rental List, Instructions to Consider With Those Planning to Visit or Tour Bethel, Highlights of Touring Bethel,* and the letter should be placed in the congregation file. Thereafter, these letters should be used for reference when meeting with those who wish to visit and tour Bethel.
- On January 1, 2002, please destroy all *Recommended Lodging Lists* from previous years. The congregation secretary should remind all who review the *2002 Bethel Visitors Lodging and Car Rental List* to follow the guidelines at the top of the first page of the list.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 10, 2001

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

We would like to inform you of the decision of the Governing Body to discontinue mail subscriptions to *The Watchtower* and *Awake!* magazines in the United States, effective immediately upon receipt of this letter. In connection with subscriptions to the audiocassette editions of the magazines, further direction will be provided in the future.

This decision will bring the United States Branch in unity with all other branches around the world, where magazine subscriptions have already been discontinued for a number of years. In addition, the cost of mailing subscriptions in the United States is constantly increasing. This past year there was an 18% increase in mailing costs, and by mid-2002 another 10% increase is expected.

Current subscriptions to *The Watchtower* and *Awake!* magazines will continue to be mailed only until they expire. Therefore, publishers that presently receive a subscription should allow their subscriptions to expire without renewing them and obtain their personal copies from the regular shipments that are sent to the congregation. When the congregation receives an expiring subscription slip (M-100) for a publisher, it would be a good time to increase their magazine request at the congregation accordingly so that no issues are missed. Subscribers can verify the date of their final subscription issue by checking any of their subscription magazine wrappers. The expiring issue information is located near the center of the wrapper. The secretary should work closely with the brother handling subscriptions in the congregation so as to assist the publishers to make the necessary adjustment in obtaining their personal copies of the magazines. The congregation's supply of magazines will now be shipped earlier and the brothers working with the magazines should ensure that they are made available to the publishers *immediately* upon receipt. To ensure that you do not inadvertently place your personal copy in the field, you may want to write your name on it as soon as you pick it up from the counter.

As expiring subscription slips are received for interested individuals in the territory, the slips should generally be given to the publisher who obtained the subscription. The publisher should call on the individual to explain that once the subscription expires the magazines will be delivered personally. The publisher can determine with the householder if their magazines can be placed at their door or in some other location if no one is at home. Please note that magazines should *not* be put into any mail receptacle or through a mail slot in the door for legal reasons. If someone else is at home when the call is made, there is no objection to leaving the issue(s) with them.

The only subscriptions that the United States Branch will maintain on file are for those individuals in the field who display genuine interest but who cannot be served by a magazine

route through a congregation. For example, if a person in unassigned territory displays sincere interest but is too far from a congregation to be included on a magazine route, then a subscription may be submitted to be mailed to their address. Interested individuals living in a territory served by a congregation, however, should be put on a magazine route. These return visits will give publishers the opportunity to further cultivate interest shown by individuals and will serve as a stimulus to starting new home Bible studies. Publishers should make a serious effort to have magazines delivered regularly to interested ones on their magazine route. The service overseer can assist publishers in developing such routes.

The above arrangements apply to all languages of *The Watchtower* and *Awake!* with the exception of subscriptions to the Braille editions, which are mailed as 'Free Matter for the Blind.' These subscriptions will continue to be sent as they have been in the past. If a publisher or interested person is receiving a subscription in any other language, an order can be placed through the congregation to have it sent with the congregation's magazine shipments.

We are confident that this further simplification will receive the full support of the congregations in the United States. May Jehovah bless you in your efforts to make the Kingdom message known to all we meet by skillfully using *The Watchtower* and *Awake!* magazines.

We take this opportunity to share with you our warm Christian love and greetings.

Your brothers,

Christian Congregation of
Jehovah's Witnesses

P.S. to the presiding overseer: Please arrange to have this letter read at the next Service Meeting, as well as the next *Watchtower* Study. This letter should then be posted on the information board. Additional information on this subject will appear in a future issue of *Our Kingdom Ministry*.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

February 8, 2002

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

Each year, pressures on health-care systems mount. The growing number of patients, particularly the elderly, challenges health-care providers' ability to meet patient needs with available resources. At the same time, legal and ethical voices increasingly advocate that patients be permitted a greater role in choosing their treatment. These developments especially affect one major sector of health care—the use of blood. With this in mind, we are pleased to announce a new video entitled *Transfusion-Alternative Health Care—Meeting Patient Needs and Rights.* Efforts have been made to keep the medical scenes as brief as possible, although some parents may want to use discretion in viewing the program with small children present.

How can we make best use of this video? It will appeal to a broad group of individuals, such as medical and legal professionals and public officials, as well as to the media and the general public. This new *Patient Needs and Rights* video can be viewed with Bible students, unbelieving mates or relatives, teachers, workmates, and schoolmates. Although it is not intended that the congregation engage in a general public distribution, you may feel free to share this program with those you know who are interested in seeing or having a copy. Instructions are being provided to the Hospital Liaison Committee members who are assigned to distribute this video to the specialized groups mentioned above. Of course, individual Christians must bear the responsibility of making decisions regarding procedures related to the use of one's own blood, which are mentioned in the video. (Note *The Watchtower* of October 15, 2000, pp. 30-31.)

Congregations may submit their requests for the English edition at the time of their next literature request. Other language editions will be announced as they become available.

This new video should prove to be beneficial to all who view it. We very much appreciate the help and assistance of all the brothers in promoting Kingdom interests worldwide.

Your brothers and fellow servants,

*Christian Congregation*
*of Jehovah's Witnesses*

Attachment

PS: Please have this letter read to the congregation at the first Service Meeting after its receipt. Then post it and the printed sample on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

February 14, 2002

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

In November and December of this past year, 80,198 elders and 62,871 ministerial servants in the United States branch territory attended the Kingdom Ministry School. At this school, the Governing Body announced a number of adjustments in theocratic arrangements. We are pleased to notify you of these adjustments, which go into effect as of the date of this letter.

**The Congregation Book Study:** The designation for the elder who presides at the book study is being changed from "Congregation Book Study conductor" to "Congregation Book Study *overseer*." This new designation more accurately reflects the full scope of responsibility that the assignment entails. In addition to conducting the weekly book study lesson, the Congregation Book Study overseer is responsible to take the lead in evangelizing, to shepherd conscientiously all in the book study group, and to assist those who are weak. Indeed, all the Scriptural aspects of an overseer's work apply within the book study arrangement.—Acts 20:28.

As the new designation indicates, this is a responsibility that will normally be cared for by an elder. If there are not enough elders available, the body of elders may assign a capable ministerial servant to care for a book study group until an elder becomes available. A ministerial servant who is used in this capacity will be termed a "Congregation Book Study servant." Such a ministerial servant does not function as an elder in the congregation. Rather, he works under the direction of the elders in caring for his responsibility.

A new arrangement involving book study assistants was announced at the school. The book study overseer may arrange to observe the assistant conduct the book study *once every two months*. This will enable the overseer to offer constructive counsel to help the assistant improve in teaching ability.

**Reporting Field Service Activity:** An adjustment is being made in the way the monthly field service reports and Bible study reports are collected. The Congregation Book Study overseer may now collect these reports from the publishers and pioneers in his book study group. Individual publishers may put their reports in the box at the Kingdom Hall if they desire or are otherwise unable to give them to their book study overseer. The book study overseer will see that reports collected for the group are promptly given, along with the book study attendance figures, to the secretary for compiling. This needs to be done *prior to the sixth of each month*. Each congregation publisher and pioneer should endeavor to submit his report punctually at the end of each month.

Also announced at the Kingdom Ministry School was a new provision that is being made for those who are very limited because of advanced age or because of being shut-ins, confined to nursing homes, or incapacitated. These brothers and sisters may report their field service in

15-minute increments rather than in full hours. Even if they witness for just 15 minutes during a month, this should be reported, and they will continue to be counted as regular Kingdom publishers. This arrangement also applies to those who are temporarily limited, perhaps being unable to move about during a month because of serious illness or injury. Please note that this new provision is only for those who are *very limited* because of the aforementioned reasons. The Congregation Service Committee will determine which publishers qualify for this arrangement.

We join with you in praying that Jehovah will richly bless these adjustments. May our united efforts in doing Jehovah's will serve to his praise and honor.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

**Note to the presiding overseer:** Please have this letter read to the congregation at the next Service Meeting.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

March 25, 2002

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

What a precious privilege we have to share God's promises with our neighbors. And we bring honor to Jehovah when we do so while maintaining a high standard of moral integrity!

Satan and his system play on our weaknesses to tempt true Christians to compromise their clean standing before God. Commendably, most do not succumb to Satan's subtle schemes and the majority of those who do, deeply regret having faltered and are desirous of again making Jehovah's heart rejoice. (Proverbs 27:11) How can all of us fortify our moral integrity?

On Sunday of the 2000 "Doers of God's Word" District Convention, a full-costume drama entitled "Warning Examples for Our Day" captivated the attentive audience. After the convention, many wrote to express appreciation for the vivid reminders portrayed in the drama.

We are pleased to announce the release of a reproduction of that drama on videocassette. It is entitled *Warning Examples for Our Day.* Enclosed is a printed sample of the video sleeve for your reference. This 40-minute video is available to be ordered at this time.

The video begins with Brother John Barr, a member of the Governing Body, introducing the program. Then, the ancient drama based on Numbers chapter 25 comes to life on screen. It was not filmed at a convention. The entire program was recorded in the studios at the Watchtower Educational Center in Patterson, New York. The element of realism portrayed pulls the viewer into the account and will help young and old alike to intensify our resolve to remain clean before Jehovah, not allowing moral temptation to even begin to grow in our hearts. Brother Barr then returns to the screen with an appeal for all to apply the warning examples in the drama. His last statement is a warm plea to "strengthen [our] precious relationship with Jehovah and in so doing, secure [our] place in God's future 'Land of Promise!'"

We are sure that each family will want to have a copy of this video in their home library. Periodically the family head may decide to use it during the family study period as a basis for a frank discussion on the need to remain morally clean in all respects.

You may put in your order for the English video after this very meeting! Additional languages will be announced later. We trust the benefits from this video will become evident by the response from those who view the program again and again. We take this opportunity to express our warm Christian love and our appreciation for your generous support of the worldwide work.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

Attachment

P.S. Please have this letter read to the congregation at the first Service Meeting after its receipt. Then post it and the printed sample on the information board.

WATCHTOWER
Bible and Tract Society of New York, Inc.
Magazine Department
1000 Red Mills Road, Wallkill, NY 12589-3299, U.S.A.
Phone: (845) 744-6000

April 15, 2002

TO ALL CONGREGATION SERVICE COMMITTEES IN THE UNITED STATES

Dear Brothers:

In the near future, magazine shipments will be delivered to congregations in the United States using a package carrier other than the United States Postal Service (USPS). This change will reduce shipping costs and, at the same time, provide timely service to congregations.

Package carriers other than the USPS cannot deliver to a post office box. Therefore, we ask all congregations that are currently using a post office box as their magazine delivery address to please determine if a regular street address can be used instead. The address need not be that of an elder. If a regular street address cannot be used, your magazines will continue to be sent to the post office box address.

Additional savings in shipping costs can be realized if the Kingdom Hall or a commercial business is used as the magazine delivery address. We encourage all congregations to consider whether your Kingdom Hall address or a commercial business address can be used for delivery of *The Watchtower* and *Awake!* The Kingdom Hall address should be used only if there is someone readily available to accept the magazines from the carrier or if the carrier can leave the magazines in a secure location. The Kingdom Hall address should not be used if the magazines might be stolen, if they might be damaged by inclement weather, or if you have other concerns.

Please use the enclosed Congregation Magazine Change of Address Only (M-206) form to change your magazine delivery address from a post office box to a street address or, if possible, to begin using the Kingdom Hall address or a commercial business address. If the Kingdom Hall is used, please include the phrase "Kingdom Hall" in the delivery address. The completed form should be sent to: Watchtower, 1000 Red Mills Road, Wallkill NY 12589-3299.

It is also preferred that a street address be used as your literature delivery address rather than a post office box. Please use the form entitled Literature Shipping Information Form (S-36), and follow the instructions on the form to make any changes to your literature delivery address.

Thank you for your assistance. We send our warm Christian love and greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

April 26, 2002

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

We are pleased to inform you that the material from the brochure *What Does God Require of Us?* in American Sign Language will soon be made available in the DVD format.

Since videos in American Sign Language are used for home Bible studies and at meetings, the DVD format will have several advantages. The search capabilities will allow verse-by-verse scripture searches. A menu page will also provide ready access to specified sections of the publication.

Congregations may place their requests immediately. There is no need to wait until this publication is announced in *Our Kingdom Ministry*. Please note that for now this DVD is available only in American Sign Language.

*What Does God Require of Us?—On DVD* should prove to be beneficial to all who use it. We very much appreciate the help and assistance of all the brothers in promoting Kingdom interests worldwide.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

May 8, 2002

TO ALL CONGREGATIONS IN THE UNITED STATES

We are happy to announce that the study articles in *The Watchtower* will be made available on videocassette (VHS format) in American Sign Language (ASL) starting with the issue of September 1, 2002. This monthly edition will contain study articles following the same schedule as the English edition of *The Watchtower* and can be used at congregation meetings, in the same way as other sign-language video publications have been used for the Congregation Book Study.

There is no subscription arrangement for *The Watchtower—On Videocassette*, but copies will be made available through the local congregation. No doubt all those associated with a sign-language congregation or group or otherwise working in the sign-language field as well as deaf persons who are studying the Bible will benefit from *The Watchtower* in ASL. However, it is not intended that copies be distributed in our door-to-door ministry. If hearing publishers desire to learn sign language, we encourage them to start by using some of the videos of our books or brochures rather than placing a request for *The Watchtower—On Videocassette* in ASL.

All those who can make good use of this provision may place a standing request with the magazine servant as soon as possible. Thereafter, it will be the responsibility of these recipients to inform the magazine servant when there is a change in their circumstances and a regular copy of the video is no longer needed.

We trust that this provision will help our deaf brothers and sisters to grow in their relationship with Jehovah and to gain a deeper understanding of his Word.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

P.S. to the body of elders:

This letter should be read to the congregation at the first Service Meeting after receipt. Thereafter, it can be posted on the information board.

Please submit your request using the Congregation Request (M-202-E) form. In the "Regular Quantity Change" section of this form under "*Watchtower* Each Issue," indicate the number of videos needed for each issue. In the language field, print "ASL" to indicate American Sign Language. Please submit the form no later than May 31, 2002, to: Watchtower, 1000 Red Mills Rd., Wallkill, NY 12589-3299. If you need to adjust your standing request in the future,

please submit a new M-202-E form identifying the old quantity and the new quantity needed. Since the videos will be used at the weekly *Watchtower* Study soon after they arrive in the congregation, please ensure that they are promptly and regularly distributed at the first congregation meeting after their receipt.

These videocassettes will be sent separately from your regular magazine or literature shipments. They will be delivered to the magazine delivery address on file with the branch office. If in the future a past issue is desired, it can be requested on the Literature Request Form (S-14-E) and will be delivered with your regular literature shipment.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

May 24, 2002

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

At Psalm 144:15 we read: "Happy is the people whose God is Jehovah!" We see the truthfulness of this inspired statement when we associate with our brothers and sisters at conventions, assemblies, and congregation meetings. We enjoy a warm atmosphere of peace while we benefit from fine spiritual encouragement from Jehovah and his organization. (Psalm 29:11) What a contrast to those of the world who lack true spiritual guidance and a solid hope for the future!—Isaiah 65:13.

What enables us to maintain our happy spirit? For one thing, we fear Jehovah and we deeply respect the admonition in His Word, including what the Bible says on sexual matters. (1 Corinthians 6:9, 10; Hebrews 13:4) At first, it was not easy for some of us to bring our lives into harmony with Jehovah's elevated standards. We had to make significant changes in our lifestyle before we could qualify for membership in Jehovah's clean, spirit-directed organization. Was it worth the effort? Absolutely! How happy we are to be living in harmony with God's righteous requirements!

In recent weeks, the press in this country has focused attention on the way accusations of child abuse are handled by various religious organizations. Such reports may cause some sincere individuals to ask about the procedures followed by Jehovah's Witnesses. Therefore, we believe that it will be beneficial to review with you our Bible-based position, so that you will "know how you ought to give an answer" to any who may inquire.—Colossians 4:6.

Simply stated, we abhor the sexual abuse of children and will not protect any perpetrator of such repugnant acts from the consequences of his gross sin. (Romans 12:9) We expect the elders to investigate every allegation of child abuse. Even one abused child is one too many. However, in evaluating the evidence, they must bear in mind the Bible's clear direction: "No single witness should rise up against a man respecting any error or any sin . . . . At the mouth of two witnesses or at the mouth of three witnesses the matter should stand good." (Deuteronomy 19:15) Later, this requirement to consider testimony of two or three witnesses was confirmed by Jesus. (Matthew 18:16) Thus, although they investigate every allegation, the elders are not authorized by the Scriptures to take congregational action unless there is a confession or there are two credible witnesses. However, if two persons are witnesses to separate incidents of the same kind of wrongdoing, their testimony can be deemed sufficient to take action.—1 Timothy 5:19, 24, 25.

What if someone is a proven child molester? The article "Let Us Abhor What is Wicked!" published in the January 1, 1997, issue of *The Watchtower* had this to say on page 29: "For the protection of our children, a man known to have been a child molester does not qualify for a responsible position in the congregation. Moreover, he cannot be a pioneer or serve in any other special, full-time service." We take such decisive action because we are concerned with maintaining Bible standards and protecting our children. (1 Timothy 3:2, 9, 10) Everyone in the organization is ex-

pected to meet the same requirements, namely, to be clean physically, mentally, morally, and spiritually.—2 Corinthians 7:1; Ephesians 4:17-19; 1 Thessalonians 2:4.

We have long instructed elders to report allegations of child abuse to the authorities where required by law to do so, even where there is only one witness. (Romans 13:1) In any case, the elders know that if the victim wishes to make a report, it is his or her absolute right to do so.—Galatians 6:5.

At least since 1981, articles have been published in our journals, *The Watchtower* and *Awake!*, with a view to educating Jehovah's people and the public on the need to protect children from child abuse. Besides the above-quoted article, there was the article "Help For the Victims of Incest," which appeared in the October 1, 1983, *Watchtower*. *Awake!* has featured such articles as "Your Child is in Danger!," "How Can We Protect Our Children?," and "Prevention in the Home" (October 8, 1993) as well as "Child Molesting—Every Mother's Nightmare," in its January 22, 1985 issue.

We believe that we have a strong, Bible-based policy on child abuse. Over the years, as we have noted areas where our policy could be strengthened, we have not hesitated to follow through. At Kingdom Ministry Schools the elders receive ongoing reminders regarding this policy and related matters. And we continue to urge the elders to follow closely the procedures that we have established.

The moral cleanness of the congregation continues to be of vital concern to the "faithful and discreet slave." (Matthew 24:45) As we keep applying Scriptural principles in our lives, our happiness will increase. We trust that these reminders will be helpful to you as you share the Kingdom hope with right-hearted ones. We have much to look forward to in the way of spiritual refreshment as we attend the "Zealous Kingdom Proclaimers" District Conventions. What a happy prospect! Yes, there is no doubt about it: "Happy is the people whose God is Jehovah!"—Psalm 144:15.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

**Note to the presiding overseer:** Please have this letter read at the first Service Meeting following its receipt. The letter should be read by one of the elders. All Scriptures that are cited but not quoted should be read.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

June 3, 2002

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

We are pleased to announce that progress is well along on *Watchtower Library—2001*. This edition will add the publications for 2000 and 2001 and will have exciting new features.

When *Watchtower Library—1993* was released, most computers used the Windows 3.1 operating system, and those having that system can continue to use it with *Watchtower Library—1999* or earlier versions. But recent years have brought advances in operating systems and the capabilities of average computers. So it is fitting to update *Watchtower Library* to enable it to run well on current computers and to provide enhanced features and more data.

Allowing for the work of redesign and thorough testing, *Watchtower Library—2001* should be ready later this year. Still, we are announcing it now because some brothers and sisters will want to ensure that their computer is equipped to run *Watchtower Library—2001*. If one wants to use this edition, the operating system needed will be Windows 95 or a later version. The computer system recommendations are included at the end of this letter.

*Watchtower Library—2001* will be produced in the same languages available up to now—Danish, Dutch, English, French, German, Italian, Japanese, Portuguese, and Spanish. It will be available for the first time in the Czech language.

Attached you will find a list of some of the new features of *Watchtower Library—2001*. This valuable research tool is provided only for Jehovah's Witnesses, not for the public. We will inform your congregation when requests for it can be submitted.

Your fellow servants,

*Christian Congregation*
*of Jehovah's Witnesses*

PS: Please have this letter read to the congregation at the first Service Meeting after its receipt, then post it on the information board.

## New Features of *Watchtower Library—2001*

- Can be installed entirely on the computer hard disk and then used without CD-ROM present
- Ability to print directly from *Watchtower Library*, without first sending text to a word processor
- Search results can be presented by a new approach—order of the most frequent occurrence
- Much faster response when searching for multiple words
- Provision to hear Bible names (personal and place names) pronounced; a sound card and speaker(s) are needed for this feature, which will not be on Czech and Japanese versions
- Program is designed around a single window view (not multiple windows, as previously)
- Full instructions provided via Help system that can be printed (no manual supplied)
- Multiple sessions or languages can run at the same time on a computer

## System Recommendations

Windows 95 (or later) operating system; 32 MB of RAM, or more depending on operating system; 30 MB free disk space (up to 500 MB for full installation, including data); Pentium-compatible processor; a mouse

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

June 5, 2002

TO ALL PRESIDING OVERSEERS AND SECRETARIES IN THE UNITED STATES

Dear Brothers:

Selected congregation forms for use during the 2003 service year are being sent as part of your regular literature shipments beginning in June. Please review this letter and the enclosed checklist with the literature coordinator (or servant) in your congregation as soon as possible.

As forms arrive with the literature shipments:

1) Verify that the total quantity of each form sent matches the amount listed on the literature shipment packing list.

2) Promptly forward each congregation's consignment of forms, as indicated on the literature shipment packing list, to the respective congregation secretary.

3) Each congregation secretary should record the date the forms are received in the space provided on the enclosed checklist.

Be sure to **check with the literature coordinator** for any needed forms that are listed on the enclosed checklist but have not yet been received **before calling the branch office.** The secretary of the coordinating congregation should contact the Watchtower Society's Shipping Department to resolve any discrepancies involving forms that are listed on the enclosed checklist.

Please use congregation forms judiciously. Much work and expense is involved in producing these forms. It may be necessary to remind some that congregation forms should not be used as scratch paper or for taking notes. Some congregations provide a supply of scratch paper so that the brothers will not use forms for that purpose. When a form is used for its intended purpose, needless waste can be avoided if brothers correct minor errors rather than discard the form. However, care should always be taken to ensure that information kept in the congregation's files or sent to the branch office is neat and legible. When storing forms, be sure that none are concealed by other forms of a similar size.

We would appreciate it if you would now take the time to verify that the names and addresses appearing on your last accounts statement, literature packing list, and magazine shipment label are correct. If any corrections are needed, please advise us at once by using the appropriate form—S-29, S-36, or M-206 (see the letter to all Congregation Service Committees dated April 15, 2002). Use the Congregation Meeting Information and Handbill Request (S-5)

form to notify the branch office of any change in your public meeting information, such as meeting times and Kingdom Hall address or phone number.

An updated Congregation Magazine/*Our Kingdom Ministry* Request (M-202) form is being prepared and will be sent to congregations in the next few months. Until then, congregations should continue to use the current M-202 form to adjust their supply of magazines or *Our Kingdom Ministry*. If you do not have any M-202 forms remaining, you may adjust your congregation supply by calling the Magazine Department at (845) 744-6000.

Beginning this year, supplies of the Congregation's Publisher Record (S-21) card and the Application for Auxiliary Pioneer Service (S-205b) will no longer be sent to congregations automatically. Please request these forms from the branch office on the Literature Request Form (S-14) as needed.

The November 1990 and September 1992 *Our Kingdom Ministry* inserts are provided so that these may be given to newly baptized individuals along with the Advance Medical Directive/Release card right after baptism. (If these newly baptized ones have unbaptized minor children, you may wish to acquaint them with the Identity Card.) Take some time to explain the use and value of these items to these new brothers and sisters. Additionally, these items can be mentioned when reviewing with baptismal candidates the questions on the subject of blood from *Organized to Accomplish Our Ministry,* pages 190-1. Candidates can be informed that they will receive the items once baptized. Please make sure that any individuals who were baptized since the beginning of this year receive this vital information.

We appreciate your diligence in seeing to it that all congregation forms are used for their intended purpose and that all outdated forms are properly discarded. Please accept with this our Christian love and greetings.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

Enclosure: Annual Forms Checklist

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

June 24, 2002

TO ALL CONGREGATION SERVICE COMMITTEES IN THE UNITED STATES

Dear Brothers:

As announced in the July 1, 2002, issue of *The Watchtower*, arrangements are being made to hold international conventions in various regions of the world during 2003. Despite troubled world conditions, how grateful we are that Jehovah opens up opportunities for his people to assemble together in order to benefit from timely spiritual provisions and upbuilding Christian association, bringing praise to his name and giving a widespread witness. (Psalm 26:12; Hebrews 10:24, 25) We are pleased to provide information at this time regarding the locations and dates for these international gatherings. So that all concerned may be appropriately informed, the following announcement should be made at the *Watchtower* Study to be held on Sunday, July 7, 2002, and repeated at the Service Meeting for the week of July 8. If your congregation will be attending a district convention on July 5-7, 2002, you should make the announcement at the following two congregation meetings.

**"In the July 1, 2002, issue of *The Watchtower*, an announcement appears concerning plans to hold four-day international conventions in 2003. Arrangements are being made to hold a number of international conventions in Europe, Latin America, the Pacific area, and Asia, to which delegates from this country will be invited. The conventions in Europe will be held during the months of July and August. Conventions in Asia are scheduled for mid-October; in Latin America they will be held during November; and in the Pacific region during December. The Congregation Service Committee would like to meet with those interested in attending one of these international conventions in order to determine who may be eligible for selection as delegates.**

**"To apply, one must be an <u>exemplary</u> baptized publisher, physically able to make such a trip. The United States has a certain delegate allotment for each of the international conventions. The Congregation Service Committee will fill out applications for those that qualify to be recommended as delegates by the Congregation Service Committee. <u>Exemplary</u> children, at least 15 years of age as of July 1, 2003, may accompany their baptized parents. As a reminder, no one should make plans to attend any of these international conventions unless he is selected by the International Convention office in Brooklyn to be a delegate and is willing to cooperate with the travel arrangements being made. It only complicates matters and creates problems for others if some try to make their own independent arrangements. The Congregation Service Committee has been supplied with details about the international conventions. Individuals who are interested should meet with the Congregation Service Committee within the next two weeks."**

When you brothers meet with those who are interested, please cover the following points:

INTERNATIONAL CONVENTIONS: Please review the list of convention cities and dates as indicated in the enclosed application. Call attention specifically to those conventions with tentative dates. The following additional comments about the conventions in Japan and Mexico should also be conveyed:

In Japan, international conventions will be held in Yokohama (greater Tokyo area) and Sapporo, on October 16-19, 2003. Conventions will be held in Saitama City (greater Tokyo area) and Kobe, on October 23-26, 2003.

In Mexico, conventions will be held in Mexico City, Puebla, and Monterrey, tentatively on November 6-9, 2003, and/or November 13-16, 2003.

For the conventions in Mexico and Spain, preference will be given to those who are able to speak and understand the Spanish language well.

LIMITED TOURS: These will be scheduled either before or after each convention, and will include visits to the branch office of Jehovah's Witnesses in the host convention country as well as a tour of the convention city. Branch offices of nearby countries might be included, depending on travel arrangements, but extensive sight-seeing tours are not being planned. Itinerary prices will vary depending upon the length of the trip and the activities scheduled.

As you may know, current airline fares are quite expensive. For example, from New York to Mexico City fares are in the $600 range. Fares from New York to Monterrey go from $400 to $600. Airfares to Japan vary greatly and can be as high as $1,300. Roundtrip fares to the South Pacific can be as much as $1,300 and higher, depending on the departure city in the United States. Since the convention dates for Honolulu, Hawaii, fall during the holiday period, hotel costs will be higher than in any of the other locations. As travel agencies negotiate group rates, more information will be made available to the selected delegates. Keep in mind that hotel accommodations, transfers, lunch boxes, and some meals must be added to the airfares. Hence, we provide the above figures only as a reference so that each person can have a better idea of what to expect regarding travel expenses. Of course, efforts are being made to negotiate group rates, which generally reduce the cost. What airline rates will be next year, we cannot say at this time. But, the above may help to determine if one is financially able to afford any of these trips. As stated earlier, it is necessary for selected delegates to cooperate with the arrangements being made for travel and accommodations in order to ensure that the conventions run smoothly.

REQUIREMENTS: Please share the following with those who still show interest in applying as delegates. It will be appreciated if you would make certain that each applicant meets the following requirements before you fill out and submit an application in his behalf. Inform prospective applicants that the International Convention office in Brooklyn does not approve or disqualify delegates. That is the sole responsibility of the Congregation Service Committee. As permitted by the delegate allotment set for the United States Branch, selection of delegates will be made from the general pool of applicants that have been approved by their respective Congregation Service Committees. Thank you for conveying this understanding to those who meet with you. Please note the following:

1.) Every applicant must be an exemplary, dedicated and baptized Witness, at least 19 years of age as of July 1, 2003.
2.) Children who are at least 15 years of age as of July 1, 2003, are exemplary in conduct, and are progressing toward dedication and baptism may accompany their baptized parent(s).
3.) All whom you approve and recommend must be in good health and capable of traveling without physical dependence upon someone else. You are acquainted with the circumstances of publishers in your congregation. If they do not have the physical stamina to withstand long trips, hot weather, and other common circumstances that result from large crowds meeting together, it would not be loving to approve and recommend such. Please have in mind that with increased security measures and other air travel restrictions, delays should be expected, and there are other problems that may be encountered, which would especially impose hardships on any who do not enjoy good physical condition.
4.) Individuals you approve and recommend should be exemplary in every respect. This includes their dress and grooming. (Please see "Question Box" in the June 2002 issue of *Our Kingdom Ministry*.) We have had situations with some individuals who are very careless as well as very casual about their appearance, especially during their leisure periods, while traveling abroad.
5.) All applicants must be willing to cooperate with their appointed group captains and must be willing to follow the overall arrangements for travel that are outlined for these conventions. All should understand that accommodations and conditions in other lands might not be up to the standard that one might expect to find in the United States.

APPLICATIONS: A supply of delegate applications is being sent to each congregation along with this letter. If the individuals that you interview meet **all** the requirements set out in this letter, please fill out an application in duplicate for each person, married couple, or family group. In doing so, please follow closely the pattern indicated in the enclosed SAMPLE. You may photocopy these forms as needed. However, since all applications will be scanned, when making any needed photocopies it will be imperative to use a high quality photocopier such as can be found in some commercial establishments. Please make sure that all field-defining lines come out dark and neat, as close as possible in appearance to the original form. Applications should be signed by the Congregation Service Committee to indicate that you have filled them out and unanimously ***approve*** and ***recommend*** the applicants as delegates. The duplicate copy should be retained in your files.

Each applicant is at liberty to indicate a first, second, third, fourth, and possibly fifth choice. Of course, he should indicate only those conventions which he is actually interested in attending. Every effort will be made to give consideration to each applicant's first preference. Please keep in mind that delegates will not be invited to attend international conventions in more than one country. For individuals or families who desire to travel with others on the same itinerary, please follow the printed instructions in the upper left-hand corner of the application form. All selections or choices such groups make must be identical.

You will note that on the application there are two separate boxes identified as **Congregation Status** and **Wife's Congregation Status**, respectively. Classifications apart from those listed can be indicated in the box marked "Other." You may do so by using one letter only as follows: **B**-for Bethelite; **C**-for commuter Bethelite; **I**-for international volunteer; **M**-for missionary; **S**-for special pioneer; **T**-for traveling overseer; and **W**-for traveling overseer's wife. If none of the above apply in a particular applicant's case, leave the space blank.

After an application has been filled out by the Congregation Service Committee, it should be signed and sent to the Teaching Committee, 25 Columbia Heights, Brooklyn, New York 11201-2483. These forms should reach us as soon as possible, but no later than August 2, 2002. Please keep in mind that these applications may not be FAXED, since such copies would not be fit for scanning.

Shortly thereafter and by way of a letter, the Congregation Service Committee will be informed regarding all applicants in the congregation who are selected as delegates, as well as those who are not. You will be asked to inform all applicants accordingly. The names and addresses of all selected delegates will be sent by the Teaching Committee to a travel agency designated to handle arrangements for the group. In time, the travel agency will advise the selected delegates about the various travel options that might be available. This will likely be done toward the latter part of this calendar year. Delegates will then confirm their selection directly with the travel agency.

Bear in mind that being approved and recommended by the Congregation Service Committee does not guarantee that the individual will be selected as a delegate. Please make this point clear to all applicants. We must factor into the process that other countries also have assigned allotments of delegates going to these international conventions, and we do not want to overtax available hotel space and convention facility seating. Thus, the total number of delegates from the United States cannot exceed the set allotment of delegates.

No one should plan to travel to any of these conventions unless he or she has been selected by the International Convention office and has been so advised by the Congregation Service Committee. It only complicates matters for us and creates problems for others if some try to make independent arrangements.

Please keep in mind that if any who may be selected to attend an international convention should become involved in certain disqualifying problems, or if anyone is no longer exemplary, it will be your responsibility to so advise the Teaching Committee immediately. This procedure would be applicable right up to the time when such individuals are ready to depart. Financial losses associated with an abrupt cancellation due to improper conduct on the part of a selected delegate will be the sole responsibility of that individual.

All of us look forward with keen anticipation to the international conventions to be held in different parts of the world during 2003. Truly we live in momentous times. The bonds of love, peace, and unity among all our brothers are being strengthened by Jehovah's provisions and 'all that he furnishes us richly for our enjoyment.' (Psalm 133:1-3; 1 Timothy 6:17) As we anticipate what is in store and endeavor to carry out Jehovah's will "more fully," may we earnestly pray for Jehovah's blessing upon all arrangements being made for the conventions next year.—1 Thessalonians 4:1; 1 Peter 4:7.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

For the Teaching Committee
of the Governing Body

**WORLD HEADQUARTERS OF JEHOVAH'S WITNESSES**
25 Columbia Heights, Brooklyn, NY 11201-2483 • Tel. 718 560-5000

July 1, 2002

TO ALL CONGREGATIONS OF JEHOVAH'S WITNESSES

Dear Brothers:

As announced in *The Watchtower* of July 1, 2002, Jehovah's organization is planning to have some international conventions in various regions of the world during the year 2003. We would like to help missionaries who are serving in foreign lands to visit their home country and attend one of the district or international conventions. As you know, a similar arrangement in times past was of great encouragement to missionaries who have been faithfully serving in their foreign assignments. Visits by missionaries can also be a great encouragement to those considering the full-time service.

By the summer of 2003, it will have been five years since many of our missionaries have had an opportunity to visit their home country. These devoted missionaries have been willing to leave homes, parents, and an accustomed way of life, in order to serve in foreign lands "for the sake of the good news." (Mark 10:29, 30) They have contributed greatly to the growth of Jehovah's work in many places, as the thrilling reports in each succeeding *Yearbook* bear out. Now it is our opportunity to show appreciation for their wholehearted service by contributing toward bringing them home at convention time in 2003. They certainly deserve our loving consideration. The experiences of these missionaries in their preaching work can be a great encouragement to those back home.

In order to provide assistance to the missionaries for their travel expenses, we would like to suggest that donations be placed in the regular contribution box and that the congregation pass a resolution to send a certain dollar amount each month to the "2003 Convention Fund." These donations will be used to help missionaries travel home and attend a convention in their land of origin. If the brothers in all the congregations were to donate an average of 10 to 15 cents per publisher per month, there should be sufficient funds for this arrangement. These funds can be remitted each month through MAY 2003, after which this fund will no longer be necessary. The contributions for this fund will be considered as a congregation expense in the "Congregation Expenditures" section of the *Monthly Congregation Account Report (S-30-E)* form July 2002 through May 2003. Please include all "2003 Convention Fund" donations on the *Record of Electronic Funds Transfer* (T-62-E) and in the space designated "WEFTS will provide appropriate prompts, if any" write "2003 Convention Fund" and the amount. Any contributions for this fund after May, 2003 should be added to the contributions for worldwide work and forwarded via WEFTS. Any surplus in the 2003 Convention Fund after all transportation costs are covered, will be transferred to the worldwide work.

Judging by our past experience, sufficient funds to accomplish the objective will be provided in this manner. Since the missionaries for the most part will travel the round trip by air and may have to go long distances, it will be quite expensive. But we believe that the brothers and sisters throughout the world will be happy to help the missionaries who have been out in the field since January 1, 2001, or longer, to attend district conventions in their homeland, and will show their agreement with this arrangement by their contributions. (Those currently serving in foreign assignments such as long-term International Servants working on construction projects Bethelites in foreign service etc., since January 2001 are also included in this arrangement.)—2 Cor. 8:14; 9:7.

The missionaries, and others in special full-time service as mentioned in the preceding paragraph, will be built up spiritually and physically by their visit home. After the visit and attendance at a district convention, they will return to their assignment well equipped to encourage their brothers in those lands and to continue in their missionary service with added enthusiasm.

Individuals who wish to contribute directly to this fund can do so, and when they make such donation to the Branch, they should indicate clearly that this is for the "2003 Convention Fund." The Branch will acknowledge these contributions for this special purpose in a manner similar to the way it acknowledges other donations such as for the worldwide work.

NOTE TO THOSE HAVING FRIENDS IN MISSIONARY SERVICE: Please do not send any money to the Branch stating that the funds so remitted should be used to bring some particular individual home at the time of the 2003 district convention. Any person in the congregation who wants to help a specific individual in this matter should see to it that the money goes *directly* to that person. In some countries direct help to a missionary may disqualify the donor from claiming any tax deductions for his donation. The Branch cannot undertake to forward such travel funds to any particular individual.

However, we would suggest that rather than sending the money to the individual as a surprise, you should first inform the individual that you are holding the money for him and ask what should be done with it. In order to purchase the tickets, he or she may wish to have the funds available elsewhere rather than in the country of the missionary assignment. Correspondence on all matters of this kind should be carried on by the individuals and not through the Branch. Never send cash with letters to missionaries in foreign lands. Ask them how to send funds because there is much pilfering in many lands.

May Jehovah give his blessing to this arrangement and to your congregation, and may all continue to give a good witness in your territory. Let us all pray for Jehovah's direction and blessing in respect to the district conventions in 2003. Please be assured of our warm love and best wishes as we all press forward with you in serving Jehovah.—Josh. 24:15.

Please be assured of our warm Christian love.

Your Brothers,

*Service Committee*

P.S. This letter should be read at the first Service Meeting and the first *Watchtower* Study after it is received so that all of Jehovah's Witnesses will know of this arrangement to contribute to the "2003 Convention Fund." The resolution should be handled at this Service Meeting. Thereafter the congregation will be reminded of this arrangement once a month when the accounts servant reads his monthly report and tells the congregation what has been contributed and sent to the Branch.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

July 30, 2002

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Kingdom Hall Construction

Dear Brothers:

As you will note from the enclosed letter to be read to the congregation, fine progress has been made in constructing Kingdom Halls here in the United States. Your cooperation in this effort in the last several years is very much appreciated. Not only have many of you volunteered to assist the Regional Building Committees with their work but you have also loyally supported their activity and encouraged others to make themselves available to assist. You dear brothers are certainly to be commended for the fine work you have done and continue to do in this regard.

In some areas, Kingdom Hall construction has progressed so well that very few new Kingdom Halls are now needed, except to accommodate new congregations that are formed. A number of renovation projects are also worked into the schedule. Some Regional Building Committees in the United States have been in a position to assist nearby countries in training some of their personnel. This has accelerated the Kingdom Hall construction program.

Additionally, in times of disaster, such as floods, earthquakes, and hurricanes, members of Regional Building Committees and key personnel working with them have responded when the Service Committee of the Governing Body requested their assistance to repair Kingdom Halls and damaged homes of the brothers. Their readiness and willingness to volunteer on such occasions has been most encouraging and greatly appreciated.—Psalm 110:3; Colossians 3:23, 24.

Indeed, it is gratifying to see how our brothers have supported the Kingdom Hall Fund arrangement, resulting in the advancement of true worship. (Isaiah 54:3, 4) Yet, since lands with limited resources continue to have a need for more Kingdom Halls, your further assistance is needed in limiting Kingdom Hall construction in the United States to what is really needed. It continues to be a time for moderation in planning for the remodeling of existing Kingdom Halls and the construction of new ones in the United States so that it will be possible to channel more money into meeting critical needs in other countries.

What can you elders do to support this arrangement? Endeavor to keep your Kingdom Hall in good repair. By giving needed attention to maintaining your present Kingdom Hall, its lifetime can be lengthened, and this will help avoid a premature need for a replacement. All the elders must cooperate to make the care of the Kingdom Hall a priority. In this way, the building will continue to represent Jehovah properly in the community.

Carefully count the cost and carefully weigh the need before rushing to remodel your Kingdom Hall or seeking to build a new one. When renovation or new construction is needed, please limit this to what is necessary—even if you have sufficient funds on hand locally. A fine principle was stated in paragraph 11 of the insert in the February 1992 *Our Kingdom Ministry*: "Even though a congregation may have accumulated funds sufficient to include extra features [in its

own Kingdom Hall] without seeking a loan, consideration should be given to using conventional designs and to building modestly. This makes additional funds available for use in other theocratic endeavors. (*om* p. 61; 2 Cor. 8:14)"

Regional Building Committees are being asked to be mindful of economizing when aiding congregations in buying property, performing major renovations, or building new Kingdom Halls. Before deciding to renovate, for example, the question should be raised, Does an urgent need really exist, or is it simply a desire to upgrade or relocate an otherwise suitable facility? Consider whether this is really needed or whether existing Kingdom Halls can be used more efficiently. A single auditorium can often be used by three or four congregations.—See *Our Kingdom Ministry*, December 1990, page 3, paragraph 8.

Kingdom Hall designs, including finishes, should be modest and appropriate to the surroundings, should reflect local building materials and methods, and should minimize labor-intensive details—in this way reducing construction time and simplifying maintenance. Your cooperation is essential to keep down overall costs and not deviate from standard Kingdom Hall designs.

This is not to suggest that congregations should seek outside financing for their Kingdom Halls. When construction is warranted and additional funds are needed, the elders may continue to request a loan from the Kingdom Hall Fund by obtaining a Kingdom Hall Loan Application (S-84-E) from the local Regional Building Committee. The regional committee also has instructions on how this is to be submitted and has volunteers assigned to assist the elders in completing the needed paperwork.

When undertaking construction at your Kingdom Hall, please give attention to enlisting full volunteer support of the local congregation(s). Of course, key personnel that usually work with the Regional Building Committee will supplement this. Having volunteers from the local congregation(s) assisting with the project fosters a sense of responsibility toward any new facility, including its continued upkeep and maintenance. In any case, operating and maintenance expenses inherent in the design selected should not exceed the collective means of the congregation(s) as reflected in the financial survey that is made along with the estimated budget.

We take this opportunity to commend you for your generous support of the Kingdom Hall Fund and all the activities of the theocratic organization. Please make this a matter of prayer to Jehovah, and encourage all in the congregation to think seriously on this important subject.

Be assured of our warm Christian love and best wishes.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling Overseers
Regional Building Committees

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

July 31, 2002

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

In many lands, including the United States, fine progress has been made in constructing Kingdom Halls with the assistance of Regional Building Committees. As reported on pages 17-20 of the 2002 *Yearbook,* Jehovah's rich blessing has also been evident upon the Kingdom Hall construction group arrangement in lands with limited resources. In some African lands, Kingdom Halls can be constructed within the range of $6,000 to $12,000 each. In larger cities the costs go up considerably, but many congregations are being provided with a suitable meeting place in Africa, Central and South America, and the Asia/Pacific area through this program.

How are most of these Kingdom Hall projects financed? As pointed out in articles in *Our Kingdom Ministry* for March and August 1997, surpluses from contributions to the Kingdom Hall Fund have been used to help branches in lands with limited resources. You will enjoy reading additional information concerning the results of this assistance in the September 2002 *Our Kingdom Ministry.* By means of the Kingdom Hall Fund, an "equalizing" is now taking place. (2 Corinthians 8:14, 15) With Jehovah's continued blessing, it is hoped that through this process thousands of additional Kingdom Halls will be built over the next few years in many lands where very few Kingdom Halls now exist. It is the course of wisdom, therefore, to ensure that the wisest possible use is made of dedicated assets that are required for this undertaking. Even what might be considered relatively small savings that are realized through economizing on Kingdom Hall projects in Western countries can go a long way in less affluent countries. Thus, we are also corresponding with the bodies of elders and Regional Building Committees to seek their assistance in using dedicated assets wisely on Kingdom Hall construction projects in the United States as well as to take proper care of our existing Kingdom Halls to lengthen their lifetime. All in the congregation can assist in this by giving careful attention to cleaning and maintenance of our Kingdom Hall as a place of worship of our Grand Instructor, Jehovah. —Nehemiah 10:39; Isaiah 30:20.

You have given generously of your assets, and we want to take this opportunity to express our appreciation for the contributions you have made. We also want you to know that your additional contributions to the Kingdom Hall Fund will be used for the intended purpose of providing needed Kingdom Halls throughout the world.

We send our warm Christian love and best wishes.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling Overseers
Regional Building Committees

[redacted]

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 1, 2002

TO ALL CONGREGATION SECRETARIES AND LITERATURE COORDINATORS IN THE UNITED STATES

Dear Brothers:

The Literature Request Form (S-14) has been revised for the 2002-2003 service year. Please discard all unused S-14 forms from previous service years once you have received the new forms.

The S-14 is now printed on four separate sheets. Coordinating congregations may either mail *or* fax literature requests to the branch office. When literature requests are made, page 1 should always be included. Pages 2–4 should be sent only if they have been used to request items. For example, if literature items are requested on pages 1 and 3, and not on pages 2 and 4, then it should be noted in the box on page 1 that two pages are being sent, and only pages 1 and 3 should be mailed or faxed to the branch office.

Additional instructions are listed on the back of page 1 of the S-14. Consult these instructions to determine the date by which your coordinating congregation should submit a literature request to the branch office and the number to use to submit a literature request via fax. You will note that the cut-off date for sending the S-14 by fax is several days later than for mail.

We hope that this adjustment will assist you in caring for the literature needs of the brothers in your local area. Please be assured of our warm Christian love and best wishes.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

[redacted]

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 5, 2002

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

A recent letter to all congregations in the United States announced that the subscription arrangement for the *Watchtower* and *Awake!* magazines was discontinued. We would now like to inform you that subscriptions to the magazines on audiocassette will also be discontinued effective immediately upon receipt of this letter. This applies to all languages of *The Watchtower* and *Awake!* on audiocassette with the exception of audiocassettes mailed as 'Free Matter for the Blind.' These subscribers may continue to receive their audiocassettes through the mail for as long as they wish.

A list of those in your congregation territory who receive subscriptions to the audiocassette editions of the magazines is enclosed with this letter. The elders will make note of all on the list who are congregation publishers and therefore can pick up the audiocassettes directly from the congregation instead of receiving them through the mail. These subscriptions will then be canceled, and a supply of the audiocassettes will be sent to the congregation. We ask that the elders please follow the instructions that are provided and return the list by the date shown. Subscriptions for those who are not congregation publishers will continue to be mailed until the subscriptions expire. The only audiocassette subscriptions that the United States branch will maintain on file are for interested ones who cannot be served by a magazine route through a congregation.

When someone wants to begin receiving or to stop receiving an audiocassette edition of one of the magazines on a regular basis, the congregation's standing order can be adjusted in the same manner as magazines. The secretary or another member of the Congregation Service Committee will continue to verify that all requesting the audiocassette editions of the magazines on a regular basis will put them to good use. When the supply of audiocassettes arrives in the congregation, publishers should pick up their copies at the congregation magazine counter. An up-to-date list of those requesting audiocassettes should be maintained by the congregation.

An adjustment is being made to the frequency the magazines arrive in the congregations. Instead of weekly magazine shipments, congregations will soon begin receiving an issue of *The Watchtower* and an issue of *Awake!* together. This adjustment should maintain or even improve service to the congregations while at the same time reduce magazine shipping costs. This same arrangement is already in place for most branches around the world. The supply of *Our Kingdom Ministry* will continue to reach congregations in sufficient time for their use in the weekly Service Meeting.

**Additional Clarification**

Now that subscriptions to the magazines have been discontinued for some time, the answers to some frequently-asked questions have been noted below:

- Some publishers have paid the additional postage costs to receive their subscriptions to the magazines by first-class mail. Will these continue?
  *First-class subscriptions have also been discontinued, and will be mailed only until they expire.*

TO ALL CONGREGATIONS IN THE UNITED STATES
August 5, 2002

- Are subscriptions to the large-print editions of *The Watchtower* or to foreign-language magazines being discontinued?
  *Subscriptions to **all** languages, including the large-print edition of The Watchtower have been discontinued. A standing supply of magazines in any language can be requested at the congregation magazine counter.*
- How can a disfellowshipped person obtain copies of *The Watchtower* and *Awake!* if there are no subscriptions?
  *Those who are disfellowshipped are encouraged to attend congregation meetings. While at the meetings, they may obtain copies of magazines or other literature items for their personal use. Disfellowshipped individuals should not be included on a personal magazine route.*
- Can I still send a gift subscription to a friend or family member?
  *Gift subscriptions are no longer accepted. You should write the branch office if you would like someone to call on your friends or relatives and deliver the magazines to them.*

It is already evident that the congregations are supporting this new arrangement. We expect this further simplification will result in continued rich blessings from our heavenly Father.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

**P.S. to the Congregation Service Committee**: Please arrange to have this letter read at the next Service Meeting, as well as the next *Watchtower* Study. It should then be posted on the information board.

Included with this letter are two copies of the new Congregation Requests (M-202) form, formerly called the Congregation Magazine/*Our Kingdom Ministry* Request form. An additional supply will be sent to your congregation in an upcoming literature shipment. As you need additional copies, you may request them on the Literature Request Form (S-14). The M-202 form has been adjusted so that a standing order of *The Watchtower* and *Awake!* on audiocassette can be requested for the congregation.

Each time the standing order of the printed or audiocassette edition of the magazines or of *Our Kingdom Ministry* needs to be adjusted, fill out an M-202 form and mail it to Watchtower, 1000 Red Mills Road, Wallkill, New York 12589. Any quantity of audiocassettes may be requested as a standing order. When the request for any edition of the printed magazines is more than 30, it should be in multiples of 10. *Our Kingdom Ministry* should be requested in multiples of 8 when the request is for 8 or more copies. Request individual issues of the audiocassette editions of the magazines as 'special request' items on the S-14 form, not on the M-202 form.

Use a separate M-202 form for each language. For example, if you are adjusting the congregation's supply of magazines in English and at the same time requesting a standing supply of *The Watchtower* on audiocassette in Spanish, you should use two forms. Note that the large-print editions of *The Watchtower* are considered a separate language for this purpose.

Due to the new procedures for distribution of our magazines, previous versions of the Congregation Magazine/*Our Kingdom Ministry* Request (M-202) form, the Weekly Subscriptions (M-203), Subscription Change of Address (M-205), and How to Handle Subscriptions Properly (S-11) forms will no longer be needed. If any of these forms are still on hand in the congregations they can be discarded. The yellow M-203 envelope may be used to send any magazine-related forms or correspondence to the Wallkill address.

# Instructions for Audiocassette Subscriber Address List

August 5, 2002

Enclosed is a list of those in your congregation territory with subscriptions to the audiocassette editions of the magazines. The list may include both congregation publishers and interested ones in the field. Please follow the directions below and return the address list by September 15, 2002, to Watchtower, 1000 Red Mills Road, Wallkill, New York 12589. Subscriptions that are mailed as 'Free Matter for the Blind' are not listed and may continue on a subscription basis.

- *Congregation Publishers*: Mark an 'X' through the name and address of all regular meeting attenders. These subscriptions will be cancelled. Use the Magazines on Audiocassette Standing Order section at the end of the list to show the quantity of audiocassettes that should now be sent to your congregation. The bulk supply will begin to be sent to the congregation at the same time the subscriptions are cancelled so that no issues are missed. Use the Congregation Requests (M-202) form when you wish to increase or decrease the bulk supply of audiocassettes in the future.
- *Interested Ones*: Circle the subscriptions for those in the territory who are not congregation publishers or regular meeting attenders. These subscriptions will continue to be mailed until they expire. If the person wants to continue receiving copies of audiocassette editions of the magazines after their subscription expires, the congregation should increase the bulk supply of audiocassettes using the M-202 form and begin to hand-deliver the audiocassettes. The congregation will be notified as these subscriptions near the expiration date.

As in the past, the secretary or another member of the Congregation Service Committee should check to make sure that the audiocassette editions of the magazines are being put to good use by those requesting them.

Please make a copy of your address list before returning it. An up-to-date list of those receiving audiocassettes through the congregation should be maintained by the magazine servant.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 10, 2002

TO ALL CONGREGATION SECRETARIES

Dear Brothers:

We are happy to say that thousands of dedicated people have recently decided to expand their service to Jehovah by serving as regular pioneers. Many of these will be eligible to attend Pioneer Service School in the summer of 2003. To help your circuit overseer begin making arrangements for the school, please fill out the enclosed questionnaire. Use this letter as a guide when doing so. **Please mail the completed and signed form to your circuit overseer** (not to us) ***no later than October 1, 2002***.

Review carefully the requirements and exceptions listed on page 2 of this letter. Be sure to include the following information as requested on the questionnaire:

(1) Name, as indicated on the pioneer appointment letter (S-202), of each pioneer in the congregation **who is eligible to attend pioneer school**.

(2) Date when the pioneer was appointed, as indicated on the pioneer appointment letter (S-202).

(3) Whether any of the pioneers who are eligible to attend the Pioneer Service School prefer to attend a school conducted in another language.

Please note that even if you do not have any who qualify to attend Pioneer Service School, you should *still send the questionnaire form to your circuit overseer,* as this will indicate that this matter has been cared for.

As the service year progresses, you must promptly notify the circuit overseer of any eligible pioneers who move into or out of the congregation or who go off the pioneer list.

OTHER LANGUAGES: If an eligible pioneer in your congregation prefers to attend a school conducted in another language, please provide his name, address, and distance he is able to travel to another school on a separate sheet and attach this to your questionnaire. Based on the information supplied to the circuit overseer, we will make arrangements to care for the special needs of these pioneers if possible.

What should you do if you have mailed in a pioneer application for an individual to start pioneering on September 1, but you have not yet received a response from the branch office? **You should include his name on the list you mail to the circuit overseer.** If the individual is not appointed as a pioneer for some reason, please promptly notify the circuit overseer.

After you have completed the questionnaire, the presiding overseer should review it for accuracy. Then both you and the presiding overseer should sign the questionnaire and mail it to your circuit overseer.

May Jehovah continue to bless your sincere efforts to assist new pioneers to make a success of their full-time service. We send herewith our warm Christian love.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

## REQUIREMENTS FOR ATTENDING PIONEER SERVICE SCHOOL DURING THE SUMMER OF 2003

Those who have been appointed to begin regular pioneer service on or before September 1, 2002, and who have not previously attended pioneer school and who are at least 16 years of age by September 1, 2003, are eligible to attend in 2003. An exception to the age requirement would be made if a minor's pioneer parent qualifies to attend the same class.

No one may attend the school a second time, and no one may sit in on classes or make up for classes they missed when previously enrolled.

There are a few specific exceptions, and these are outlined below:

(1) If a former member of the Bethel family is appointed a regular pioneer within three months of his departure from Bethel and has been in full-time service at least one year (including Bethel service), he would qualify to attend as long as he has not previously attended the two-week course.

(2) If a pioneer was previously enrolled and missed at least five entire days of the school because of sickness or some other unexpected emergency, he may attend again, preferably for the entire two-week course if that is possible for the pioneer.

Each pioneer should be informed that he is permitted to attend a Pioneer Service School only once. If he is eligible and plans to attend, he should understand the language in which the school will be conducted well enough to benefit fully from the course. If this is not the case, the body of elders should encourage the pioneer either to wait until he has a better grasp of the language or to attend a school conducted in a language he understands. It must be acknowledged, however, that arrangements cannot be made for Pioneer Service School to be conducted in all languages each year.

Each pioneer will receive a textbook in the language in which the school will be conducted. Additional textbooks in other languages will not be provided.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 19, 2002

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

Loyalty is a quality that is rare in a world that is self-serving and inclined to rebel against established authority. How thankful we are to associate with millions worldwide who manifest the godly quality of loyalty to Jehovah.

On Sunday of the 2001 "Teachers of God's Word" District Convention, a full-costume drama entitled "Respect Jehovah's Authority" was well received by the attentive audience. And, as was announced at our district convention this year, a reproduction of that drama is being made available on videocassette. It is a 55-minute video entitled *Respect Jehovah's Authority.*

The video begins with Brother Samuel Herd, a member of the Governing Body, introducing the program. As the gripping account in the Bible book of Numbers chapter 16 is acted out on screen, you will see the conflict that develops between the faithful sons of Korah and their rebellious father. The negative effects of pride, ambition, and jealousy overcome those who are not loyal at heart. These allow the imperfections of those appointed by Jehovah to put them on a collision course with the Sovereign of the universe. A complaining attitude leads to dissatisfaction with their privileges of service. Soon friendships and family ties take precedence over implicit trust in God. Yet through it all, the loyalty of the sons of Korah is a sterling example that should inspire all of us to develop this quality even more fully. In conclusion, Brother Herd crystallizes the six areas in which loyalty to Jehovah was put to the test.

The video can be ordered with the congregation's September 2002 literature request. Periodically the family head may decide to use it during the family study to review the lessons contained. We take this opportunity to express our appreciation for your generous support of the worldwide work.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

Attachment

P.S. Please have this letter read to the congregation at the first Service Meeting after its receipt. Then post it and the printed sample on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

October 10, 2002

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

At this time we are providing information and direction regarding how to handle older publications and other overstocked items that your congregation may have.

Each year congregations in the United States provide the branch office with an inventory of all the literature that the congregation has on hand. It is good to note that many congregations have a sufficient stock of various publications. However, there is concern that some congregations are overstocked. Some of these publications are older books that are not moving. Since we desire to make good use of this literature, we would like to encourage that an equalizing take place to help achieve this goal. (2 Corinthians 8:13, 14) Therefore, please note the following direction that all congregations should follow through with:

- If the congregation has an overstock of literature the service overseer and literature coordinator should review the amount of stock on hand periodically. If older publications are not moving or there is an overstock of certain items, an announcement should be made in each of the congregations informing them of what is on hand. These publications may also be displayed, perhaps at the literature counter. If there is more than one congregation in your Kingdom Hall literature group, the service overseers, literature coordinator, and literature servants from all of the congregations in the group will need to work together.
- Encourage publishers and progressive Bible students to obtain a copy of these publications for their personal theocratic library. During the past five service years, over 170,000 individuals have been baptized here in the United States. It would be good to make sure that these newer ones have started their personal theocratic library and have copies of the older publications if available. Also, encourage parents to begin a theocratic library for their children if they have not already done so. These suggestions can be made during the announcements regarding overstocked literature.
- If your congregation is overstocked with older literature, contact other congregations in your vicinity and inquire whether they can use any of the literature. Publishers in non-English language congregations may also be interested in some older literature that is not available in their language, so these congregations can be advised of the availability of older English publications. If you are contacted by a congregation, be willing to help them move out their surplus.

- If your congregation does not have any of the older publications for field service campaigns, please inquire with neighboring congregations and assist them if they have extra stock that they will not be able to move. When these items are received, make announcements in your congregation regarding the items that are available from the literature counter.
- Circuit overseers are being instructed to review this matter with the congregations when they visit. They may also provide some suggestions to help move this literature. Our initial goal is to move these older and slow-moving items locally. In the future, further direction may be provided to the traveling brothers in regard to moving these older publications on the circuit level.

As instructed in the *Watchtower Literature Request Guide* (S-15a), congregations should maintain a three-month supply of common stock items. However, special-request items should be requested only if a publisher makes a request for such. If you find that your congregation has extra special-request items (i.e., *Insight* volumes, bound volumes, videocassettes, deluxe items, and so forth), please have this announced, and also endeavor to share these with neighboring congregations.

To help simplify the transfer of literature between congregations, it will no longer be necessary to fill out the Transfer of Literature (S-19) form. Only the Monthly Movement of Literature form (S-28) should be used to record these transfers. In the future, the *Watchtower Literature Request Guide* (S-15a), Section 9.1a, point number 3, will be updated to reflect this adjustment.

It is hoped that this direction will assist congregations to reduce any overstock of literature on hand. Thank you for continuing to encourage the brothers and sisters to make good use of this available literature. Please share this information with all those involved with handling literature.

We are happy to assist in your efforts to spread Kingdom truth. Be assured of our warm Christian love and greetings.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses

Risk Management Office
25 Columbia Heights, Brooklyn, NY 11201-2483
Phone: (718) 560-5000 Fax: (718) 560-8877

October 15, 2002

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

"Is there something we can do to prevent a serious injury at our Kingdom Hall?" This is a question that each body of elders should ask, in view of the number of accidents that occur on congregation property. Please include the following points in your consideration of this subject:

**Snow and ice** – Last winter we received numerous reports of broken bones and other serious injuries resulting from someone slipping on ice or snow at Kingdom Halls. To help prevent such accidents, please ensure that snow and ice are removed promptly from paved surfaces and that ice does not reform near melting piles of snow. De-icing compounds may be needed. In bad weather we might drop off and pick up passengers at the door, rather than having them walk to and from a parked car.

**Ladders and roofs** – Working even a few feet above ground greatly increases the risk of injury. A number of brothers and sisters were seriously hurt in falls from ladders and elevated surfaces during the past year. Even experienced workers can fall if they do not follow good safety practices, such as those outlined in the *Awake!* of August 8, 1999.

**Lawn mowers** – Several persons were seriously injured recently during grass-cutting operations at Kingdom Halls. Always follow the manufacturer's instructions, including taking steps to prevent passersby being hurt by projectiles hurled from the mower. Check the lawn for debris beforehand.

If an accident does occur, please carefully follow the instructions in the **revised T-5-E Accident Report** of 2/02, which accompanies this letter. Please give special attention to step #4, which emphasizes that the Risk Management Office should be contacted promptly by telephone in every instance where an injury requires medical treatment beyond first aid. In some cases elders have incorrectly concluded that the branch did not need to be informed of an accident unless help was needed to pay medical bills or other expenses. Then several months later, when unexpected complications have arisen, we have been contacted and asked to handle matters. In order to ensure the best outcome for injured persons and at the same time protect the congregation's interests, we should be informed promptly whenever medical treatment beyond simple first aid rendered on-site is required.

If all involved give proper attention to safety and cooperate in preventing accidents and properly handling them when they do occur, many serious problems can be avoided. We thank you for giving your attention to these important details. Please accept this expression of our love and of our best wishes for Jehovah's blessings on all of your efforts to care for His sheep.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling Overseers
Assembly Hall Committees
Regional Building Committees

WATCHTOWER
Bible and Tract Society of New York, Inc.
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-5000 Fax: (718) 560-7119

October 28, 2002

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

We are pleased to share some exciting news with you! At a special program held in conjunction with the annual meeting of the Watch Tower Bible and Tract Society of Pennsylvania on Saturday, October 5, 2002, all in attendance were excited to hear of changes that will affect the printing work in a number of countries. The chairman read the following announcement from the Governing Body:

> "We are pleased to inform you of arrangements made by the Governing Body to simplify our printing operations. Some of these have already gone into effect; others will be implemented in coming months.
>
> "On September 1, 2001, seven brothers from different parts of the world were selected to serve as a *Printing Study Group.* The Governing Body asked that these brothers recommend how we could use our existing facilities worldwide to a greater degree. On October 17, 2001, the Governing Body gave approval to regionalize our printing for various geographic areas – Africa, Asia, Europe, North America and South America. Regional printing went into operation at the beginning of 2002 and is proving effective.
>
> "The *Printing Study Group*, under the direction of the Governing Body, has also looked at paper buying worldwide. Most of the printing branches are now benefiting from unified paper buying. This has already saved us millions of dollars and we will continue to see additional savings in the future. Consideration is also being given to centralizing the buying of other printing supplies.
>
> "Because of regional printing, more of our book production will now be cared for outside the United States. Plans are under way to transfer our remaining printing and book binding activities from Brooklyn to Wallkill. By constructing an extension to the present factory at Wallkill, we will be able to build an efficient printing and shipping facility. This will allow us to install new equipment resulting in considerable savings of money and manpower. We are happy to inform you that on Tuesday, September 3, 2002, the town board approved our application for the limited expansion at Wallkill. We hope that this expansion will be completed early in 2004.
>
> "All of this should result in our being able to provide whatever is required for the Kingdom work with less personnel and more savings of dedicated funds, in accord with the directive from the Governing Body. We thank Jehovah for the way in which he has already blessed our efforts in this matter."

The above announcement no doubt raises a number of questions. In order to give further clarification to the announcement and to let you know what is being contemplated, we have endeavored to address some of the major questions below:

*What will this adjustment mean for the operations at Brooklyn?* The facilities in Brooklyn will continue to serve as the World Headquarters for Jehovah's Witnesses and will also be used for other needs of the United States Branch. With the extended factory at Wallkill, however, there will be sufficient space at Wallkill to care for the production of books and magazines to meet the current and future needs of the North America region. Brooklyn will no longer be used for printing, binding or shipping. Therefore, in the years ahead the use of some of the buildings in Brooklyn will be reviewed and adjusted according to the need.

*How large will the expansion to the Wallkill factory building be?* With regional printing, a considerable portion of the book printing has been transferred to other branches to make better use of their current space. (Enclosed are photographs of some of the affected printing branches.) The Wallkill extension will be approximately 150,000 square feet and will enable all printing, binding, and shipping to be in the same building. Enclosed is an aerial photograph outlining the proposed extension. This expansion will be able to house new presses and equipment that could not be accommodated by the existing facilities in Brooklyn.

*What effect will this have on the United States Bethel family?* The above adjustments will have some impact on the family. It will be necessary to transfer some from Brooklyn to Wallkill according to the needs of the departments. So as not to increase the number at Wallkill, there may be a transfer of some non-factory personnel to Brooklyn. The end result is that the Wallkill facility's present residential accommodations will be sufficient to house the workers needed to operate the combined printery. In harmony with the self-sacrificing spirit of Isaiah as expressed at Isaiah 6:8, the willing and cooperative spirit of those affected with regard to these changes is very much appreciated. Even with all of these adjustments, there will continue to be a need for brothers to make themselves available to serve at Bethel.

*Will new presses and equipment be needed?* For some time now consideration has been given to replacing some of our older printing presses and equipment. Older machines require more maintenance and manpower to operate than newer machines. With the changes in technology, it is possible to increase our production significantly without increasing personnel to operate the equipment. Therefore, approval has been given to purchase seven new high-speed presses, two for the United States Branch and five for other printing branches. This will enable the organization to care for the growing worldwide needs for literature and magazines. For example, the worldwide demand for books went up from about 54 million in the 2001 service year to around 77 million for the 2002 service year. With new equipment and facilities, this increased volume will be cared for more efficiently. The Wallkill expansion and new equipment will require a multi-million dollar investment.

*How will all of the above be accomplished?* It will be accomplished with Jehovah's blessing and the willing support from his people. In the November 1, 2002, issue of *The Watchtower* appeared the article "Supporters of True Worship - Then and Now." On page 29, it stated: "Finding the necessary funds to finance our growing printing activities, relief efforts, and numerous other services performed around the globe may at times be overwhelming." Reference was then made to the repairing of the huge wall of Jerusalem and how this was accomplished with many willing families. The article then added, "Likewise today, finding the considerable means to carry out our worldwide activities will remain within reach if each one of us continues to care for a portion of the work." Thus, your contributions to the Worldwide Work will be used to make these necessary changes possible.

There is much evidence of Jehovah's blessing on the work of his people. Here in the United States Branch territory, it was reported that we had a fine increase of three percent for the 2002 service year! May all of us keep fully occupied in the work yet to be done before the impending conclusion of this system of things. Your willing and whole-hearted support is much appreciated. We send you our warm love.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Note: The above letter should be read to the congregation at the first service meeting after receipt, and then the enclosed pictures may be placed on the Information Board for two weeks.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 7, 2002

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

Isaiah 40:11 provides a touching picture of Jehovah's tender concern for his people: "Like a shepherd he will shepherd his own drove. With his arm he will collect together the lambs; and in his bosom he will carry them. Those giving suck he will conduct with care." As undershepherds, elders strive to reflect Jehovah's loving care. One way they do this is by giving assistance to those who have become spiritually weak. During the months of January, February, and March 2003, a special effort will be made to reactivate those who have become inactive. How will this be carried out?

**Making Assignments:** As soon as this letter is received, the Congregation Service Committee should meet to assign book study overseers to visit those who are inactive in the congregation's territory. They should exercise good judgment when doing this; other elders may be consulted. Even elders who are not book study overseers may be used to make such visits. Thereafter, a special meeting of the entire body of elders should be held to read this letter and inform the book study overseers of their assignments. This should be done well in advance of January 1, 2003, when the special effort begins.

As was brought out at the Kingdom Ministry School, the last Congregation's Publisher Record card for each inactive publisher should be kept indefinitely. The Congregation Service Committee should consult these cards to ensure that all inactive ones receive a visit. If any inactive ones have moved, please forward their names and addresses to the appropriate congregation.

**Visiting Inactive Ones:** Book study overseers and their assistants should be warm and upbuilding when making visits. They may find it helpful to review the article "Tenderly Shepherding Jehovah's Precious Sheep," which appeared in the July 15, 1993, *Watchtower*, pages 24-7. A principal objective of the visit is to help inactive ones appreciate that Jehovah cares for them. They might share a few encouraging Scriptural points from chapter 24 of the new book *Draw Close to Jehovah* or from the article "You Are Precious in God's Eyes!," which appeared in the April 1, 1995, *Watchtower*, pages 10-15. Other material may also be used, according to the needs and circumstances of the person; however, it will generally be best to keep the visit positive. If needed, additional visits can be made to give further encouragement.

**Offering Bible Studies:** If a brother or sister responds favorably to the visit and expresses a desire to resume activity with the congregation, a Bible study may be offered. If the study is accepted, make this known to the service overseer. He will make the arrangements after consulting with the other members of the service committee, who will use good judgment as to who is best suited to conduct the study, considering the circumstances that are involved. In some cases, no doubt, elders should be assigned to conduct these studies. The one assigned to conduct a study with

an inactive person may report the time, return visits, and Bible study. Usually there is no need for another publisher to accompany the assigned conductor. It may not be necessary for such studies to be conducted for a prolonged period of time.—See the November 1998 *Our Kingdom Ministry* "Question Box."

The service overseer, in conjunction with the other two members of the Congregation Service Committee, will determine what material should be considered at these Bible studies. The book *Worship the Only True God* will be used in most studies with inactive ones. With those who have been inactive for a long time or who do not have a good foundation of accurate Bible knowledge, it may be beneficial to study the entire publication. With others, it may be sufficient to study selected chapters. With inactive ones who have a good knowledge of Bible truth, but who have become sidetracked from Christian activities, a study of section 4 of the book *Draw Close to Jehovah* may be just what they need to rekindle their love for Jehovah.

**Resuming Field Service:** If a person has been inactive for only a short time, a helping hand from an experienced publisher might be all that is needed to reactivate the individual in the field service. A Bible study may not even be necessary. However, if the inactive one has not associated with the congregation for a long time, more help will no doubt be needed. Before inviting a longtime inactive one to share again in the ministry, two elders should meet with him to see if he meets the basic requirements to serve as a Kingdom publisher, as outlined on pages 98-9 of the *Our Ministry* book. They will follow a procedure similar to that used when meeting with new ones who are seeking to qualify as publishers of the good news. The inactive one should have an earnest desire to share the good news with others, be consistent in attending congregation meetings, and be morally clean.—See the November 2000 *Our Kingdom Ministry* "Question Box."

Can the Pioneers Assist Others program be used in conjunction with this special effort to assist inactive ones? The purpose of that arrangement is to help publishers improve their skills in the ministry. It was not intended as a means to give attention to those who are weighed down with problems. Thus, inactive ones should not automatically be placed in the Pioneers Assist Others program. However, if a formerly inactive one resumes sharing in the ministry and would appreciate the assistance available through that arrangement, he may be assigned in the usual manner.—See the September 1998 *Our Kingdom Ministry*, page 4.

**Tabulating the Results:** At the end of the three-month period, the secretary should tabulate the number of inactive ones who have accepted Bible studies, the number reactivated, and any outstanding experiences. This information should be given to the circuit overseer when he next visits the congregation so that it can be reported to the branch office. Certainly, there will be great joy both in heaven and on earth over each inactive one who is restored to spiritual health and full activity with the congregation.—Luke 15:4-7.

We pray Jehovah will richly bless you as you endeavor to fulfill your responsibilities as shepherds of the flock. With this letter, we send our warm Christian love.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 22, 2002

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

Over the past few years, a number of municipal authorities made our public ministry more difficult by attempting to require that our brothers obtain a permit before going from door to door in their municipality. To counter this trend, the Governing Body and the Branch Committee authorized the Legal Department to take steps in court to affirm our right to engage in our ministry unfettered by those who would 'frame trouble by decree.' (Psalm 94:20) These efforts recently culminated in the victory Jehovah gave us before the United States Supreme Court in *Watchtower v. Stratton.* (1 Samuel 17:47) We now write to ensure that your congregation is not inadvertently submitting to some encroachment on our recently affirmed legal right to engage in our public ministry.

We ask that you meet within one week of receiving this letter to consider it as a body. Please inform the Legal Department immediately in writing if any municipality requires you to obtain a permit, fill out any forms, or provide any information prior to your engaging in the field ministry. In addition, please immediately inform the Legal Department if a municipality has any type of "No Solicitation" ordinance or law that it is attempting to apply to our ministry.

It is not necessary to contact the Legal Department if you are merely providing a courtesy telephone call to the police prior to going from door to door. A courtesy notification simply advises them of where you will be working from door to door and the number of publishers engaged in the ministry that day. However, if a municipality **requires** prior notification or demands any other additional information, that should be brought to the attention of the Legal Department.

If you do write in, please include the nature of the difficulty, the name of the municipality, the name and address of its mayor, the period of time the situation has existed, and a copy of any ordinance the municipality is applying to our work, if one is easily accessible.

We thank you for your prompt attention to this matter. We pray that Jehovah's spirit will be with you as you zealously preach the good news. (Matthew 24:14) Please accept this expression of our love and Christian greetings.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

WATCH TOWER
Bible and Tract Society of Pennsylvania
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-5000 Fax: (718) 560-5101

December 1, 2002

TO ALL BODIES OF ELDERS IN THE UNITED STATES:

Dear Brothers:

The Kingdom Hall Assistance Arrangement uses designated contributed funds to pay for property damage to Kingdom Halls and for expenses and liability claims arising from incidents at Kingdom Halls. Jehovah's blessing on the fine support that all have shown have made it possible to provide this assistance all these years without any change in the suggested contributions.

Previously, the suggested contributions were derived from a formula based on the value of each Kingdom Hall. Thus, brothers in areas where there is only one congregation per Kingdom Hall were contributing much more than those meeting in Kingdom Halls with several, often larger congregations. Consequently, to allow an "equalizing to take place," we are implementing an adjusted way for congregations to contribute, based on the number of publishers.—2 Corinthians 8:14.

If each congregation contributed $4.50 per publisher per year, the total would approximate the amount contributed the previous year by all of the congregations combined. To avoid burdening the brothers with one large expense, we recommend that each congregation pass a resolution to contribute monthly based upon the number of its publishers. (For example, $4.50 x (No. of Publishers) ÷ 12 months = $ per month). Please note that your previous annual contribution covered the period ending October 1, 2002, so you may want to include amounts for three months with your December 2002 contribution. Since this will be a monthly donation, it should be cared for by each congregation instead of by the operating committee in the case of congregations that share a Kingdom Hall.

When remitting your contribution via the Watchtower Electronic Funds Transfer System (WEFTS), enter the amount at the telephone prompt designated Kingdom Hall Assistance Arrangement. This prompt is accessed under the "Other Donations or Payments" menu. Please **do not** include this contribution with any payments on your Congregation Account.

We are pleased to administer this arrangement by which all congregations can share in assisting one another. We join you in praying for Jehovah's blessing on our efforts to care properly for our buildings and to accommodate all those who turn to such centers of true worship to learn more about our Grand Creator.

Your brothers,

Watch Tower B. & T. Society
OF PENNSYLVANIA

cc: Traveling Overseers

[redacted] Regional Building Committee [redacted]

[redacted] 2002

To: All Congregations in [redacted] Region #[redacted]

Dear Brothers:

We would like to take this opportunity to offer you our heartfelt thanks for your cooperation and support in helping to get our new RBC off to a good start. There have been several projects completed in our first year and many more are scheduled to take place soon. As stated in the **Memorandum For Regional Building Committees**: "The most valuable asset available to the RBC's are the volunteer workers." It has been a daunting task compiling, sorting and contacting the hundreds of volunteers needed to accomplish our assignment of giving direction to the Kingdom Hall construction in our area. Your help and volunteer spirit has been invaluable and we are endeavoring to personally contact all who have turned in questionnaires. However, there is now a pressing need that requires your further assistance: some of our construction departments are specifically understaffed and need additional volunteers. These departments are:

1. Drywall Hangers
2. Drywall Finishers
3. Surveyors
4. Ceramic Tile Installers
5. Suspended Ceiling Tile Installers
6. Kingdom Hall Sign Fabricators
7. Wall Paper Hangers

We encourage those with these skills and those willing to be trained in those skills to prayerfully consider the building needs of the congregations on our Region and follow the spirit of Psalm 110:3, where it describes Jehovah's people as those who "offer themselves willingly" to do His will. Any who can help should submit a Volunteer Worker Form (S-82) and return them to the RBC at the address above as soon as possible. We thank you in advance for your help in this important matter.

Working together "Shoulder to Shoulder",
Your Brothers, The [redacted] Regional Building Committee #[redacted]

cc: [redacted]
Circuit Overseers

P.S. To all Presiding Overseers: Please read at your next Service Meeting and forward all approved questionnaires to the above address.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

January 1, 2003

**TO THE CONGREGATION SERVICE COMMITTEES OF ALL ENGLISH-SPEAKING CONGREGATIONS IN THE UNITED STATES**

Re: Territory seldom worked

Dear Brothers:

Last year we received applications from over eight hundred groups of zealous publishers who wanted to preach in territory seldom worked. Those publishers performed an excellent service and are to be commended for their efforts. As you process this year's applications, we encourage you to continue recommending spiritually qualified individuals and to assist these brothers and sisters in any way possible in order to make their assignment a success.

Enclosed you will find a letter regarding territory seldom worked that is to be read to the congregation at the first Service Meeting after its receipt. It should then be posted on the information board for one month. Thereafter, place it in the congregation file along with this letter.

We are also supplying you one copy each of the following: Application for Territory Seldom Worked, Counties With Unassigned Territory, and Frequently Asked Questions About Territory Seldom Worked. These originals should be kept on file. When a publisher would like to apply to serve as a team captain, provide him or her with one copy of each of these items. For those who wish to join a team captain's group in a different congregation, provide them with one copy of the application form only. You may make extra copies of these items as needed.

**Approving Applications**

- Groups should be made up of at least 2 publishers and limited to about 20, including minor children of publishers. Assignments will not be given to a publisher to work alone. Two or more groups should not request the same assignment at the same time in order to work closely together.
- Do not submit an application for a group consisting solely of single brothers and single sisters. In this regard, a publisher traveling without his or her mate is considered single.
- Do not submit applications for persons currently experiencing difficulties in their lives. Especially where these difficulties involve problems in the family, you will want to exercise discretion when approving a publisher who will not be accompanied by his or her mate.
- Review with the applicants the need to consider carefully their financial situation in order to be sure that they will be able to care adequately for their own food, lodging, and

transportation when they receive an assignment. This should be emphasized even if the publishers have received offers of assistance from either individuals or congregations.

- If for any reason an applicant does not qualify for the work, you should kindly inform the publisher of the reasons why he or she is not being approved. Do not leave it to the Service Department's Territory Desk to inform the publisher that he or she does not qualify.
- While a sister may be the team captain for a group, a qualified brother would take the lead in conducting meetings for field service.

**After a Group Receives an Assignment**

- Meet with the team captain to determine what further assistance can be given. If the team captain's group is given an assignment to assist a congregation, help the team captain to communicate immediately with that congregation's presiding overseer.
- The team captain should see to it that his group will have sufficient literature for the assignment. If extra literature is needed, he may request it through his congregation. He can either transport the literature to the assignment or make a special request through his congregation to have the literature sent to the assignment. If the literature and/or magazines are to be sent directly to the assignment, make sure the appropriate request forms include only what he is requesting for his group. Write across the top of the appropriate form for literature or magazines: "SPECIAL REQUEST FOR TERRITORY SELDOM WORKED." Attach a letter to the form, stating exactly where the literature or magazines are to be sent. Any packing list(s) that itemize what has been shipped should be given to the secretary.
- **After the group returns from their assignment, it would be appreciated if you would remind the team captain to submit his report to the Territory Desk by the due date. At times we have waited several months before receiving these reports.**

As a reminder, unassigned territory is cared for by the branch office and should not be worked without our permission. However, if your congregation borders unassigned territory, some of your publishers may wish to accompany the team captain's group. They should make inquiry of the team captain assigned to the territory so that he can inform them whether additional assistance would be appropriate. Otherwise, the team captain is expected to fulfill his assignment as best he can with the publishers in his group.

If your congregation has many territories that have not been worked for over a year and you would like to accept the assistance of a group to help you work the territory, please make this known to your circuit overseer the next time he serves your congregation.

The publishers in your congregation will appreciate your warm interest in their endeavors to expand their ministry to declare the good news. We thank you for your cooperation and due consideration of these matters.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

February 15, 2002

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

It was a delight for us to meet with you at the Kingdom Ministry School, held in the United States branch territory during November and December of 2001. This letter is to provide you with written direction on various matters that were considered at the school. Please arrange a special meeting of the body of elders to give consideration to the direction contained in this letter, as well as to the February 14, 2002, letter to all congregations in the United States, regarding adjustments that were announced at the Kingdom Ministry School.

**Congregation Book Study Overseers:** While the Congregation Service Committee is authorized to assign publishers to book study groups, it is the body of elders that makes all assignments of Congregation Book Study overseers. As soon as possible after receiving this letter, the elders should review these assignments to make sure that the most qualified brothers are being used.

The responsibilities of the Congregation Book Study overseer include the following: teaching at the book study, taking the lead in evangelizing, assisting all in the group to progress in their ministry, shepherding the group and assisting those who are weak or inactive, and collecting the monthly field service reports. Because the responsibility of being a Congregation Book Study overseer is a serious one, an elder should be used if available. The body of elders will need to exercise good judgment in deciding which brothers can serve most effectively as Congregation Book Study overseers. If needed, an elder might care for more than one group, doing so at different times during the week. This, however, would depend on his circumstances. If an elder is not available, a capable ministerial servant could be used as a substitute until such time as an elder can take over. (*om* 44) The elders who are *most qualified to fulfill all the aspects of the assignment* should be used. If an elder is a good teacher but is unable or disinclined to fulfill the other aspects of the responsibility, he may not be the most qualified elder to serve in this capacity.

Ministerial servants who are used as substitutes will be termed "Congregation Book Study servants." They should work closely under the supervision of the elders. Though they conduct the weekly book study, take a zealous lead in the field ministry, and collect the monthly field service reports for the group, they should not take it upon themselves to make shepherding calls on those in the group. However, under the direction of the elders, they can make spiritually encouraging visits on certain ones in the book study group, sharing scriptures and information from our publications. Of course, if a matter of a serious nature comes up, they should not try to handle the matter but should refer it to the elders. Likewise, they should work under the direction of the elders in giving assistance to those in their group who are spiritually weak or inactive. The elders need to make sure that ministerial servants who are used as Congregation

Book Study servants understand how they are to work under the direction of the elders in carrying out their responsibilities.

**Book Study Assistants:** The body of elders also assigns each Congregation Book Study overseer one assistant. The assistant conducts the book study in the overseer's absence and assists him with other aspects of the assignment. As announced at the school, the book study overseer may arrange to observe the assistant conduct the book study *once every two months.* This is in addition to occasions when the assistant might conduct because of the overseer's absence. This new provision will enable the overseer to offer constructive counsel to help the assistant improve in teaching ability. Please note that this arrangement applies only if the brother assigned to conduct the study is an elder and the assistant is a ministerial servant. If an elder is serving as the assistant, it is not necessary for him to conduct the book study once every two months so as to be given counsel and assistance.

It is preferred that the assigned assistant be an elder. If there are not enough elders, a ministerial servant may serve as the assistant. If there are not enough ministerial servants, a baptized brother who is a good example in the congregation, though not an appointed servant, may be assigned as the assistant. He would be one who could be used to present demonstrations on the Service Meeting, who would qualify to auxiliary pioneer if he applied, and who might be assigned to care for certain duties at the Kingdom Hall, such as handling microphones, assisting with literature, or serving as an attendant. He should be one who could conduct the book study adequately in the absence of the assigned overseer. If no baptized brother is available who meets this standard, then a book study group might not have an assigned assistant. In that case, the book study overseer would need to arrange for an elder or ministerial servant to care for the group when he is unable to do so.

**Size of Congregation Book Study Groups:** Though it was suggested at the Kingdom Ministry School that the size of the group should be kept to approximately 15 persons, we should not make this a hard-and-fast rule. There are other factors and local circumstances that should be taken into consideration. These may include distance, lack of book study locations, transportation available, and a lack of qualified elders or ministerial servants who could be used to care for the group and conduct the study. However, ideally the group should be kept small, as was suggested.—See the April 2001 *Our Kingdom Ministry* Question Box.

**Field Service Reports and Records:** The new provision for publishers to submit field service time in increments of 15 minutes is for those who are *very limited* because of advanced age or because of being shut-ins, confined to nursing homes, or incapacitated. It is also for those who are temporarily limited, perhaps being unable to move about during a month because of serious illness or injury. The Congregation Service Committee will determine which publishers qualify for this arrangement. The secretary should keep track of fractions of hours that are submitted and carry them over to the following month if they total less than an hour. Whenever the sum of these fractions adds up to a full hour, the secretary should include that hour with the congregation's total that is reported to the branch office on the Congregation Report (S-1) form. However, an infirm brother is counted as a publisher in the congregation report each month that he reports at least 15 minutes of field service.

Caution must also be exercised when talking to sisters on the telephone. It is extremely important that elders not permit telephone calls to develop into personal conversations of consolation that could lead to improper consequences, expectations, or dependency. If a sister starts calling you—especially a single or unhappily married sister—indicate that the matter needs the attention of at least two brothers and that both of you need to hear her concerns in an appropriate setting. Be courteous and considerate but lovingly firm about the need to include another elder in dealing with the matters at hand.

**Assisting Those With Marital Problems:** Since marriage is an arrangement of divine origin, elders take seriously reports that a marriage is in danger. Yet elders realize that they may not know all the circumstances. The ultimate responsibility for a decision to separate from or divorce one's mate rests with those who have taken the marriage vows—not with the elders. Elders should show loving concern and help such ones to reason on Scriptural principles by referring them to the Bible and Bible-based publications. They can also explain the consequences that may occur in the congregation if an individual contemplates action that is clearly contrary to Scriptural principles. (*w*88 11/1 21, par. 7) But they should never say: "Your situation doesn't meet the criteria for separation. You have no grounds. Therefore, you *can't* leave him or her!" Nor should they ever tell a person: "You *should* leave your mate." Such statements assume authority over a person's right and obligation to carry his or her own load. (Galatians 6:5) They go beyond what is written and authorized for elders. The *Family Happiness* book, page 151, states: "Well-meaning friends, relatives, or Christian elders may wish to offer help and counsel, but they should not put pressure on a victim to take any particular course of action. That is his or her own decision to make."

**Reminders Regarding the Handling of Cases Involving Child Abuse:** (1) As directed in the July 1, 1989, letter to all bodies of elders, you should immediately call the Legal Department for direction if you learn of a case of child abuse. Child abuse would include sexual abuse, self-evident physical abuse, and extreme neglect involving a minor. (2) If the alleged victim is now an adult but was a minor at the time of the abuse, please call the Legal Department. (3) If you become aware of a past case of child abuse and you are not certain whether the elders involved at the time called the Legal Department for direction, please call the Legal Department for assistance as soon as possible. (4) Child abuse is a crime. Never suggest to anyone that they should not report an allegation of child abuse to the police or other authorities. If you are asked, make it clear that whether to report the matter to the authorities or not is a personal decision for each individual to make and that there are no congregation sanctions for either decision. That is, no elder will criticize anyone who reports such an allegation to the authorities.

**Judicial Announcements and Restrictions:** When a judicial committee decides to reprove a repentant wrongdoer, they should consider very carefully whether to announce the reproof to the congregation. (*ks91* 123) While there are many situations in which it would be wise to announce the reproof to the congregation, two were specifically mentioned at the Kingdom Ministry School: (1) If the offense was adultery and the innocent mate has not yet forgiven the guilty one, a Scriptural divorce and remarriage(s) could still occur. It is therefore possible that the act of adultery will become public knowledge. As long as that potential exists, a decision to announce the judicial reproof would be appropriate. (2) If the offense involved the

Inactive publishers are part of the congregation and need help. (Psalm 119:176) Such inactive ones should be assigned to book study groups. To enable the elders and the circuit overseer to give adequate attention to such ones, the last Congregation's Publisher Record card for each inactive publisher should be kept indefinitely. The file of Congregation's Publisher Record cards should be divided into two sections—"Active" and "Inactive." The section for active publishers should be arranged alphabetically, with the cards subdivided into sections for regular pioneers, baptized publishers, and unbaptized publishers.

The box at the Kingdom Hall for collecting field service reports will continue to be used. It may be useful to the secretary in gathering the field service reports collected by the book study overseers. Individual publishers may put their reports in the box at the Kingdom Hall if they desire or are otherwise unable to give them to their book study overseer.

**Shepherding:** When making shepherding calls on publishers, there is no need to tell them specifically, "This is a shepherding call" or, "We will be making a shepherding call on you." When you are checking with publishers to see whether they are going to be at home on the day you intend to visit, simply let them know that you have in mind stopping by to visit them. While the body of elders may indicate who needs a visit, there is no need to make shepherding calls on fellow elders or publishers who are spiritually strong. However, making a brief visit and encouraging them for their faithfulness and zeal would be in order. Of course, if an elder or a publisher becomes spiritually weak or in special need, then other elders may call upon him to assist and give encouragement. Elders should concentrate on helping those who are weak, those irregular in meeting attendance or field activity, and those who are ill or depressed and in need of spiritual encouragement. (Romans 15:1, 2; 1 Thessalonians 5:14; James 5:13, 14) There is more than enough to do in giving personal attention to members of the flock who are in spiritual need.—See *Our Ministry,* page 45, paragraph 2.

**Cautions Regarding Shepherding of Sisters:** *Elders and ministerial servants must never meet alone with a sister to whom they are not closely related,* regardless of whether the meeting is for the purpose of shepherding, sharing Bible advice, or simply giving encouragement. (Of course, this does not mean that it would be inappropriate for an elder to talk with a sister while in the full view of others at congregation meetings or in field service.) It is especially important never to meet with a sister alone when the sister being assisted has been a victim of abuse, suffers from depression, or for any other reason is in a delicate emotional state. A woman in such an emotional state may be more vulnerable and may be prone to develop improper feelings toward an elder meeting with her. A situation can develop in which a woman, who should love her husband, parent, or child, transfers her feelings to her counselor because he is the only person she views as treating her with love, care, and concern. In a congregation setting, a married sister may wish that her husband would treat her as considerately as a certain elder does. Such circumstances could pose a danger for the elder, particularly if he keeps seeing that same sister, week after week, in continued shepherding sessions. She could develop romantic feelings for the elder. So that this does not occur, it is the course of wisdom to have different pairs of elders involved in shepherding such a sister. This would serve as a protection for the elders, as well as for the sister, because it is possible for an elder to develop improper feelings for a sister he is comforting or counseling.—Jeremiah 17:9.

sexual molestation of a child, an announced reproof would serve to protect the congregation, indicating that not all is well with the repentant wrongdoer.

Restrictions are always imposed when a person is reproved judicially or reinstated. When a reproof is announced, the judicial committee decides whether the restrictions should also be announced. (*w*81 9/1 27, par. 29) When a reinstatement is announced, however, the restrictions should always be announced.—See *Our Ministry,* page 149, paragraph 3.

It is not necessary to involve the entire body of elders in the removal of restrictions except in an unusual case. If the wrongdoer is still associated with the congregation that took the action, the original judicial committee will remove the restrictions as warranted and advise the body of elders. If any of those brothers no longer serve, the body of elders will select replacements. If the wrongdoer moves to a new congregation while under restrictions, the body of elders of the new congregation should be informed of the restrictions and of what spiritual progress the individual has made. This will enable them to continue supervising the restoration of his privileges. (*ks91* 124, pars. 7-8, and 131, par. 4) The new body of elders may select two or three elders to care for this responsibility.

**Caution Regarding Photocopiers:** Some photocopiers keep an electronic copy of whatever is copied. To ensure confidentiality, elders should never use commercial photocopiers to make copies of documents that contain confidential congregation information, such as the S-77 form. Even when using photocopiers at their workplace, elders must be extremely careful to avoid any breach of confidentiality.

**Appointed Brothers Who Move:** Elders and ministerial servants who move to a new congregation *with a favorable letter of recommendation and who have a favorable recommendation from the elders of the new congregation* but who have not yet been officially reappointed may be used to handle instruction talks, parts on the Service Meeting, public talks, and so forth, according to their qualifications. Of course, elders who move do not function in an official capacity as elders (such as by serving on judicial committees or attending meetings of the body of elders) until they are appointed in the new congregation. However, appointed brothers who move with a favorable recommendation are permitted to attend the following spiritual programs: (1) They may attend the meeting the circuit overseer conducts with the elders and ministerial servants during the week of his visit but only the portion during which the circuit overseer considers the outline from the branch office. Thus, generally, these brothers will leave at the same time as the ministerial servants. However, if the outline includes additional information for the elders only, brothers who were serving as elders may stay for that material as well. But they are not to be present when recommendations and local congregation needs are discussed. (2) They may attend the meeting the district and circuit overseers hold with the elders (and, at times, the ministerial servants) during the week of a circuit assembly, but they should not attend the circuit elders' business meeting, which is often held in conjunction with that meeting. (3) They may attend the Kingdom Ministry School, if one is held before they can be reappointed. Please note that if a brother who has moved to a new congregation is not recommended for reappointment when the circuit overseer visits the congregation, he would not be eligible to attend the spiritual programs mentioned above on subsequent occasions.

**New Appointments of Elders and Ministerial Servants:** When the body of elders receives notice from the branch office that a brother has been appointed as an elder or a ministerial servant in the congregation, the presiding overseer should assign two elders to meet with the brother before the appointment is announced. The atmosphere during the discussion should emphasize the seriousness of the matter. *It should not be handled in a hurried or casual manner.* In every case, the elders must ask the following questions: Is there anything from your past or in your personal or family life that disqualifies you or that would prevent you from accepting this appointment? Is there any reason why your appointment should not be announced to the congregation? If the brother reveals that there is, do not announce the appointment. Return the S-2 form or S-52 appointment letter to the branch office, and provide a complete explanation as to why the appointment should be annulled. If the brother accepts the appointment, the elders might direct his attention to information provided by the faithful and discreet slave class that will help him fulfill his new privilege of service.—Matthew 24:45.

**Reviewing the Qualifications of Appointed Brothers:** If an elder's wife or child (either a minor child or an older child living under his roof) is involved in serious wrongdoing, the body of elders should review the brother's qualifications and determine whether he qualifies to continue serving. (*w*96 10/15 21, par. 7; *w*88 3/1 24, par. 5; *w*84 5/15 30-1; *w*78 2/1 31-2; *w*72 126) The elders should meet as a body, with the brother in question present, to consider the matter, using the following procedure: (1) Make sure all the facts are presented. Maintain an atmosphere that is conducive to such a discussion. (2) Allow the brother adequate time to express his feelings and to answer any questions. Ask him for his view of the matters being discussed regarding his qualifications. (3) Ask the brother to leave the room while the elders continue their discussion and make a decision on what they will recommend. (4) Invite the brother back into the room. Inform him of the decision and the Scriptural reasons for the decision. (5) Give the brother the opportunity to comment on the decision. This allows the elders to hear the brother's defense of himself if he chooses to make a defense. Thereafter, they can make the *final* decision, having heard his side of the matter. (6) If the elders decide to recommend his deletion and the brother disagrees with that recommendation, he may submit a letter stating why he does not accept the recommendation. His letter would be included with the elders' letter of explanation to the branch office.

If the qualifications of a ministerial servant are being reviewed, the same basic procedure is followed except that rather than having the brother present during the meeting of the body of elders, it would usually be sufficient for two elders to speak with him in advance to hear him out. They would meet with him again afterwards to inform him of the decision and to give him the opportunity to express himself. If he disagrees with the elders' decision, he may submit a letter stating why he does not accept the recommendation.

**New Textbook for the Theocratic Ministry School:** *Benefit From Theocratic Ministry School Education* will not be featured in the school curriculum until January 2003. Until then, Theocratic Ministry School overseers should refrain from using it when publicly counseling students. Counsel should continue to be given from the *Theocratic Ministry School Guidebook*, and the current Speech Counsel slips should continue to be used until the adjusted format for the Theocratic Ministry School goes into effect in 2003. Elders can take advantage of the months ahead to read the book and become familiar with it.

**Continue Progressing as Spiritual Men:** The key factor that will determine the success of all these new arrangements for the congregation will be the continuing progress of the elders as spiritual men. A spiritual man is God-oriented. He endeavors to see things from "the standpoint of our God" and goes on "perceiving what the will of Jehovah is." (James 1:27; Ephesians 5:17) As we keep heart and mind "on the things unseen," we grow in spiritual discernment and insight. (2 Corinthians 4:18) It was David's spiritual outlook that enabled him to see beyond the physical man Goliath and know that the unseen heavens would give him the victory.

What is the lesson for elders? Ask yourself: 'Do my decisions reflect my implicit trust in Jehovah and reveal my conviction about unseen realities? Although I had spirituality when I was appointed, am I continuing to demonstrate that I am convinced of invisible realities? Have I continued growing as a spiritual man?' Several weeks have now passed since the elders attended the Kingdom Ministry School. Would it not be a good time now to analyze personally whether there is still a need to refine your schedule for Bible reading, personal study, and meditation? Is your family benefiting as you continue to progress as a spiritual man? Many brothers will feel spiritually benefited as they contemplate and imitate your fine example.

Please be assured of our continual prayers in your behalf as you carry out your weighty responsibility to shepherd the flock of God entrusted to your care.—1 Peter 5:2, 3.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

April 2, 2003

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

We are writing you at this time in regard to a fund-raising program operated by Electronic Scrip Incorporated (*eScrip*) wherein participating business partners contribute a percentage of the value of an individual's purchases made using merchant loyalty cards, credit cards, or debit/ATM cards to an organization of an individual's choice.

It is our understanding that Electronic Scrip Incorporated has listed on their Web site over 324 congregations of Jehovah's Witnesses across the United States. Some of the grocery stores that promote this program have provided "scan cards" that are to be given to members of the congregation, primarily through the elders. We do not recommend that congregations participate in such arrangements because of the appearance that such may give not only to our brothers but also to the community in general.

Further, such participation may subject the congregation to state or local charitable-solicitation or fundraising statutes. This is an area we have historically avoided. Therefore, if your congregation has become involved in a program of this nature, you should cease participation in the program. To those congregations who have not yet become involved, please keep the foregoing in mind should the question arise in the future.

We are confident that you brothers will follow through and make certain that the congregation does not become involved in such programs in the future. What individuals do about making a donation of this nature on their own, without involving the congregation, is a personal matter.

Please be assured of our warm Christian love and best wishes.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to circuit overseers:

It would be most helpful if you could discuss this letter with the body of elders in each congregation during your next visit to the congregation.

WATCHTOWER
Bible and Tract Society of New York, Inc.
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-5000 Fax: (718) 560-7119

May 7, 2003

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

This is to provide additional information to the letter dated October 28, 2002, regarding the transfer of printery operations from Brooklyn to Wallkill. Considerable work has been accomplished in the six months since that letter was sent out. This letter will outline the progress to date and indicate areas in which your assistance is being requested.

Despite the hard winter, much has been done to prepare the site for the printery addition. Preparation of the site is ongoing, allowing for existing utilities to be relocated and new utilities to be installed. Foundation work has just begun. Steel erection will be performed in July and August of this year. The scheduled completion date is February 2004, at which time the first of the existing presses will be relocated. The new presses are scheduled to arrive in March/April 2004.

As you can appreciate, this is truly a monumental task. To put it in perspective, the goal is to complete a building twice the size of a typical Assembly Hall in a nine-month period. We feel that with Jehovah's blessing and the assistance of the united brotherhood, this task will be successfully accomplished. How can you help?

There is a tremendous need for both skilled tradesmen and general laborers to assist with the work. The trades in critical demand include masonry, plumbing, mechanical, sheet metal, electrical, elevator, heavy equipment operation, carpentry, painting, concrete/structural, and commercial glazers. If you have these or other construction skills and your circumstances allow, we invite you to submit the *Application for Temporary Volunteer Program*. This can be obtained from the Congregation Service Committee.

In the printing industry in the 1970's, letterpress was rapidly replaced by offset printing. The cost of keeping up with that advancement was large, since all printing equipment in the Society's printeries needed replacement and/or modification. Nevertheless, the Governing Body was confident that Jehovah would provide what was necessary to get the work done. Letters were sent to U.S. congregations in April 1979 and January 1980 to explain the situation. Jehovah's spirit was evident from the

incoming donations, which met the cost to equip the entire global network of Watchtower printeries for offset printing.

We are equally confident that donations will cover the expenses of the present large project. For example, worldwide the cost of just the new high-speed presses and ancillary equipment that have been ordered for six branches, including the United States, is $60 million. This does not include the cost for other printery equipment, building costs, and related expenses. In this endeavor, your support and contributions to the Worldwide Work are greatly appreciated. First Chronicles 29:9 says: "The people gave way to rejoicing over their making voluntary offerings, for it was with a complete heart that they made voluntary offerings to Jehovah; and even David the king himself rejoiced with great joy."

Your individual, family, and congregational prayers for Jehovah's blessing on this project are very much needed. In the final analysis, the successful completion of not only the Wallkill printery project but all theocratic projects is due to Jehovah's holy spirit, as Psalm 127:1 states: "Unless Jehovah himself builds the house, it is to no avail that its builders have worked hard on it. Unless Jehovah himself guards the city, it is to no avail that the guard has kept awake."

May Jehovah richly bless the work you are doing and your loving support of his earthly organization.

Your Brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Enclosure

PS: Please have this letter read to the congregation at the first Service Meeting after its receipt. Then post it and the accompanying illustration on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

July 3, 2003

TO ALL PRESIDING OVERSEERS AND SECRETARIES IN THE UNITED STATES

Dear Brothers:

Selected congregation forms for use during the 2004 service year are being sent as part of your regular literature shipments beginning in June. Please review this letter and the enclosed checklist with the literature coordinator (or servant) in your congregation as soon as possible.

As forms arrive with the literature shipments:

1) Verify that the total quantity of each form sent matches the amount listed on the literature shipment packing list.

2) Promptly forward each congregation's consignment of forms to the respective congregation secretary as indicated on the literature shipment packing list.

3) Each congregation secretary should record the date the forms are received in the space provided on the enclosed checklist.

Be sure to **check with the literature coordinator** for any needed forms that are listed on the enclosed checklist but have not yet been received **before calling the branch office.** If necessary, the secretary of the coordinating congregation should contact the Shipping Department to resolve any discrepancies.—See Correspondence Information in the *Watchtower Literature Request Guide* (S-15a).

Please use congregation forms judiciously. Much work and expense is involved in producing these forms. It may be necessary to remind some that congregation forms should not be used as scratch paper or for taking notes. Some congregations provide a supply of scratch paper so that the brothers will not use forms for that purpose. Needless waste can be avoided if brothers correct minor errors rather than discard the form. However, care should always be taken to ensure that information kept in the congregation's files or sent to the branch office is neat and legible. When storing forms, be sure that none are concealed by other forms of a similar size. Note that only the forms on the enclosed list will be consigned. All other forms must be requested through the congregation. Monitor your supply of forms and request needed forms well in advance so you will not run out.

We would appreciate it if you would now take the time to verify that the names and addresses appearing on your last accounts statement, literature packing list, and magazine shipment label are correct. If any corrections are needed, please advise us at once by using the appropriate form—S-29, S-36, or M-206 (see the letter to all Congregation Service Committees

dated April 15, 2002). Use the *Congregation Meeting Information and Handbill Request* (S-5) form to notify the branch office of any change in your public meeting information, such as meeting times and Kingdom Hall address or phone number. As a reminder, literature coordinating congregations should not complete the *Congregation Meeting Information and Handbill Request* for congregations in their Kingdom Hall Literature Group. Each congregation must submit its own request.

**Literature Coordinating Congregation:** An additional supply of forms will also be provided for each coordinating congregation. Since many congregations now fax in their *Literature Request Forms* (S-14), only three *Literature Request Envelopes* (lre) will be provided with this year's consignment. None will be consigned in future years. You may request more envelopes as needed on the *Literature Request Form.*

***Watchtower Literature Request Guide*** **(S-15a) and** ***The Watchtower and Awake!/Our Kingdom Ministry Request Guide*** **(S-15b):** As stated in our note dated May 1, 2003, you will receive two copies of the revised *Watchtower Literature Request Guide* and two copies of the revised *The Watchtower and Awake!/Our Kingdom Ministry Request Guide.* The *Watchtower Subscription Request Guide* has been discontinued. Please discard all previous versions of these guides and arrange for each member of the Congregation Service Committee to familiarize himself with the new information. As noted in the introduction to each guide, the literature coordinator, literature servant, and magazine servant should carefully read the revised instructions.

***Record of Electronic Funds Transfer*** **(T-62) and** ***Instructions for Watchtower Electronic Funds Transfer*** **(T-63):** As noted in the enclosed checklist, both the *Record of Electronic Funds Transfer* and the *Instructions for Watchtower Electronic Funds Transfer* (WEFTS) have been revised. At the end of September the recorded WEFTS voice prompts will also be revised to harmonize with the new forms. Therefore, after the WEFTS payment on the last day of August or the first few days of September is made, all previous versions of the aforementioned forms should be discarded. Beginning September 30, 2003, the new forms should be used. **Please inform the accounts servant of these instructions as well as provide him with all of the revised accounting forms.**

We appreciate your diligence in seeing to it that all congregation forms are used for their intended purpose and that all outdated forms are properly discarded as directed. Please accept with this our Christian love and greetings.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

Enclosure: Annual Forms Checklist

WATCHTOWER
Bible and Tract Society of New York, Inc.
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-5000 Fax: (718) 560-7119

October 1, 2003

**TO ALL CONGREGATION SERVICE COMMITTEES IN THE UNITED STATES**

Dear Brothers:

Please find enclosed a letter, which should be read to the congregation at the first Service Meeting after its receipt, regarding the *2004 Bethel Visitors Lodging and Car Rental List*. If a publisher would like to visit and tour the United States branch, a member of the service committee should consider the enclosed information with the individual:

- *Instructions to Consider With Those Planning to Visit or Tour the United States Branch*
- *2004 Bethel Visitors Lodging and Car Rental List*

A few *Patterson Inn Room Request* forms have also been included with this letter. If additional forms are needed, you may make copies as necessary.

We are confident that any who wish to visit and tour will be encouraged by the experience. Thank you for your assistance in aiding those who are making preparations for such a trip. May Jehovah continue to bless your efforts in serving his Kingdom interests.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Enclosures

P.S. to the congregation secretary:

- After the enclosed letter is read to the congregation, the *2004 Bethel Visitors Lodging and Car Rental List, Instructions to Consider With Those Planning to Visit or Tour the United States Branch, Highlights of Touring the United States Branch,* and the letter should be placed in the congregation file. Thereafter, these letters should be used for reference when meeting with those who wish to visit and tour.
- On January 1, 2004, please destroy all *Bethel Visitors Lodging and Car Rental Lists* from previous years. The congregation secretary should remind all who review the *2004 Bethel Visitors Lodging and Car Rental List* to follow the guidelines at the top of the first page of the list.

WATCHTOWER
Bible and Tract Society of New York, Inc.
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Phone: (718) 560-5000 Fax: (718) 560-7119

October 1, 2003

**TO ALL CONGREGATIONS IN THE UNITED STATES**

Dear Brothers:

At Psalm 122:1 the psalmist wrote: "I rejoiced when they were saying to me: 'To the house of Jehovah let us go.'" Many have made similar expressions regarding their visit and tour of the United States branch at Brooklyn, Patterson, and Wallkill. Perhaps you were one of the nearly 50,000 who visited during the 2003 service year. If you have not yet had the opportunity to tour or if you would like to visit again, we cordially invite you to do so.

If you would like to visit sometime during the upcoming year, please see a member of your Congregation Service Committee. They have been provided with information, including the *2004 Bethel Visitors Lodging and Car Rental List,* that will be useful to you in preparing for your visit. Please keep in mind the announcement that appeared in the April 2003 *"Our Kingdom Ministry": "Those planning to tour the U.S. branch facilities may wish to arrange their visits on a weekday (Monday through Friday, between 8:00 a.m. and 4:00 p.m.) rather than on Saturday morning. This will allow them to view Bethel departments in full operation. Those wishing to tour on Saturday morning are certainly welcome. However, they will receive only a limited tour, since many Bethel family members are sharing in the field ministry or other theocratic activities at that time."*

We are confident your visit to the United States branch will prove to be both encouraging and motivating. May Jehovah continue to bless your efforts in serving his Kingdom interests.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

October 31, 2003

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

For over 15 years many have benefited from listening to *The Watchtower* and *Awake!* on audiocassette. We are happy to announce that these two magazines will now be available on CD-ROM in the MP3 format.

What is MP3? MP3 identifies a method for making audio files smaller so that more material can be placed onto a CD-ROM. Whereas an audio CD can hold 74-80 minutes of recording, a CD-ROM with MP3 files can contain several hours of audio. For example, each *Watchtower* and *Awake!* is about 100 minutes of audio and would require two audio CD's per issue. By using the MP3 format, two issues will fit easily onto one CD-ROM. This results in significant savings in materials, shipping, and handling.

It is important to note that an MP3 CD-ROM disc is different from an audio CD disc that is played in most automobile or compact disc players. Although an audio CD and an MP3 CD-ROM may look identical, an audio CD has audio tracks whereas an MP3 CD-ROM has computer files. Therefore, a CD-ROM with MP3 files can be played only on a computer or an audio device that is specifically MP3 compatible. Audio devices capable of MP3 playback are now available in a variety of portable and home compact disc units, DVD and MP3 players, and personal digital assistants (PDAs). These devices are generally identified with an "MP3 playback" sticker. MP3 compatible players are gaining wider acceptance and inexpensive portable models are readily available. In view of this, and the overall cost savings explained above, there is an advantage if an individual's circumstances permit him to use MP3 on CD-ROM instead of audiocassette.

As mentioned, an advantage of using the MP3 format is that it will be possible to include two issues of the magazines on one compact disc. For example, the first CD-ROM of MP3 files for the month of January 2004 will contain both the January 1 issue of *The Watchtower* and the January 8 issue of *Awake!* in English. The next one will contain the January 15 and 22 issues, and so on. Each disc will be packaged in a sturdy envelope with a transparent window, which will allow for easy identification of the program contents.

At this time *The Watchtower* and *Awake!* in MP3 format are being made available in English only. In the future it is hoped that additional languages will be made available in MP3 format on CD-ROM. Publishers desirous of obtaining the magazines in MP3 format should ontact the congregation magazine servant immediately in order to begin receiving them with the ary 1, 2004, issue.

e are pleased to make *The Watchtower* and *Awake!* available in this new format in e current use of audiocassettes. We take this opportunity to send you our warm d best wishes.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

PS to presiding overseer:

Please have this letter read to the congregation at the first Service Meeting after its receipt. Thereafter it should be posted on the information board for two weeks. In addition, please be sure that the congregation magazine and literature servants and the secretary are familiar with the information below.

**Important information for the congregation magazine and literature servants and the secretary:**

Congregations that wish to obtain *The Watchtower* and *Awake!* in MP3 format on CD-ROM should submit a standing order using the *Congregation Requests* (M-202) form. In the United States, the CD-ROMs will generally be sent with the congregation's regular supply of magazines. Please be sure to specify in the language field "**ENGLISH CD-ROM**" and enter the exact quantity requested by congregation publishers. In order to receive the January 1, 2004, issue of *The Watchtower* and the January 8, 2004, issue of *Awake!*, the M-202 form will need to arrive at the branch office by ***November 15, 2003***.

If back issues are needed in the future, these should be requested on a *Literature Request Form* (S-14) through the congregation literature servant.

Standing orders of *The Watchtower* and *Awake!* on audiocassette will continue to be sent with congregation magazine shipments. It would be good for the magazine servant and secretary to confirm with each publisher requesting the CD-ROM if they wish to discontinue receiving audiocassettes. Once the audiocassette list has been updated, the secretary should promptly submit a separate M-202 form requesting that the standing order quantity of audiocassettes be adjusted.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 1, 2003

TO ALL BODIES OF ELDERS

Dear Brothers:

Ever since the insert entitled "Preach the Good News Everywhere" appeared in the September 1996 *Our Kingdom Ministry,* many have taken the initiative to reach people in public places with the Kingdom message. Herewith, we are providing guidelines to help you further expand the witnessing work. After you have reviewed this letter, choose one or two features of the ministry that may offer the greatest potential in your territory. After these priorities have been addressed and are working well, other features could be implemented progressively.

**Survey your assigned territory.** Make a list of places and events, such as colleges, universities, shopping malls, flea markets, major transportation terminals, nursing homes, harbors, county fairs, and consumer shows that might offer opportunities to reach more people with the good news.—See the November 1998 *Our Kingdom Ministry,* page 6.

**Organize the witnessing work.** A capable elder, or elders, should be assigned to organize the work at each establishment. Be sure you fully understand any regulations and requirements of the authorities and clearly explain these to experienced publishers approved to participate in this feature of the ministry. Use only qualified publishers who are able to represent the good news in an exemplary manner. (1 Peter 3:15; See *The Watchtower*, July 15, 2001, p. 23.) They should make every effort to cooperate with security personnel, complying with whatever regulations and requirements the managing authority has established to govern activity on the site.—Romans 13:1-3.

**Analyze results being obtained.** Periodically reassess the witnessing activity that has been put in place. Adjustments may be necessary to ensure that the arrangements are practical and effective in reaching the most people possible with the good news. When the circuit overseer visits your congregation, update him on what is being accomplished.

**Witnessing at airports and shopping malls.** Seek permission to witness in such areas by approaching the administrator or manager of a facility. The brother assigned to do so should explain that he is making application in his own behalf. No name, title, or address should be written on the application that would suggest that the applicant represents Jehovah's Witnesses as an organization. He should emphasize the beneficial aspects of our ministry and assure them that our presence on the property would create neither cleaning nor security problems.

If there are insurance or indemnity requirements, it may be possible to have them waived or reduced by explaining that since our ministry is conducted in a peaceful and orderly manner, our activity is not a threat to any person or property. If a waiver is not granted, the publisher(s) involved in seeking the permission must make a decision as to whether to obtain insurance and agree to indemnify the establishment, as the branch office will not provide such insurance.

**Annual events:** Some congregations have organized a witnessing effort at annual events, such as fairs, consumer shows, and other public forums. A table or booth might be allowed from which publishers can distribute literature and engage in Bible discussions with visitors.

**College and university campuses:** It is necessary to approach a school official or the office of the Dean of Students. Explain that you are interested in providing Bible education on campus and would like to know what is required to do this. If you encounter difficulty in preaching at an institution that is run by the state, as opposed to a private institution, please contact the branch office for further direction.

Some colleges and universities stipulate that a club or organization representing Jehovah's Witnesses must be formed on campus before we are allowed to engage in any witnessing activities there. In view of the prerequisites that these institutions place on such clubs and the requirements that they stipulate, we feel it best not to pursue this method. Where problems of this sort are encountered, there may be other ways to reach students who live on campus, such as through telephone witnessing. (This replaces the letter dated January 2, 1981.)

**Tables and booths:** In many shopping malls, at airport terminals, and on college campuses, brothers have been permitted to set up a simple but attractive table or booth with a display of literature, doing so as often as permitted and in a location designated by the facility or institution. In some airports those setting up a table with literature are forbidden to approach passersby. In each situation it is advisable to confirm what the rules and regulations are and convey these to the publishers. Avoid using questionnaires or survey forms to poll people's interests. It may be best to distribute only tracts, magazines, and brochures, not books and Bibles.

If visitors inquire about how our work is funded, the donation arrangement may be explained. If someone offers a donation, it may be accepted as long as this does not conflict with the rules of the establishment. In that event, the publisher may explain that donations can be sent to the address listed in the literature. Contribution boxes should not be set up.

**Nursing homes:** Some publishers have had good success in reaching this elderly population by approaching the activities director of the facility and volunteering their help in meeting the spiritual need of the residents. It may be explained that volunteers from the congregation would be pleased to conduct a free weekly Bible study with anyone who wishes to attend. Oftentimes, the staff, family members, visitors, and volunteers will join in the study.

**Jails and penitentiaries:** See the April 2003 *Our Kingdom Ministry* Question Box and December 28, 2000, letter to all bodies of elders, and follow the direction provided.

**Harbor witnessing:** Harbor witnessing is a specialized ministry that requires specific direction as to how it should be done and who should participate. If there is a major harbor within your congregation's territory, please write to the branch office for further instruction, including the name, location, and size of the port. If you have a program in place to do ship witnessing, please write and tell us what harbor is being worked, what is being done, and who has oversight of the arrangement.

You may write the branch office if further direction is needed regarding the foregoing. We pray for Jehovah's rich blessing upon your efforts to reach all honesthearted ones in your territory. We send our Christian love and best wishes for your success.—Ecclesiastes 11:6.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 7, 2003

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

We are pleased to announce the availability of the following two publications for the American Sign Language (ASL) field.

*Watch Tower Publications Index 1992-2002*

As announced at the "Give God Glory" District Conventions, a printed *Index* for publications in ASL has been prepared. This 64-page brochure is similar to the *Index* of printed publications, and it will contain references to video publications released in ASL from 1992 to 2002.

There is one major difference from the standard *Index* format; the scripture index is divided into two sections: "Scriptures Explained" and "Scriptures Quoted." The "Scriptures Quoted" section lists all the scripture quotations that have been translated into ASL and identifies the video and DVD programs in which these scriptures can be found. Since the *New World Translation* is not available in ASL, brothers often copy the signed scriptures from the videos when they give talks. A consistent rendering of the scriptures helps to reinforce the verses in the minds of those who use ASL. Certainly this *Index* will be a valuable aid in finding the scriptures that have been translated.

Congregations may begin requesting this printed *Index* of ASL publications at this time.

*The Watchtower—On DVD*

Beginning with the issue of January 1, 2004, the monthly edition of *The Watchtower* in ASL will be available in DVD format. As is the case for the videocassette edition, there will be no subscription arrangement for the DVD edition. For those associated with a sign-language congregation or group or working in the sign-language field as well as for deaf ones who are studying the Bible, copies will be made available through the local congregation. The DVD edition is not intended for distribution in our door-to-door ministry.

All of those who can make good use of this provision should place a standing request with the magazine servant as soon as possible. Please keep in mind that a request for the DVD edition may eliminate the need for the videocassette edition. It will be the responsibility of the recipients to inform the magazine servant when a regular copy of the videocassette is no longer needed.

We trust these new publications will be of great assistance to those in the ASL field. Please accept our warm Christian greetings.

Your brothers and fellow servants,

*Christian Congregation*
*of Jehovah's Witnesses*

PS to body of elders:

This letter should be read to the congregation at the first Service Meeting after it is received. Thereafter, it can be posted on the information board. Please submit your request for *The Watchtower—On DVD* using the *Congregation Requests* (M-202) form. In the magazine section of this form under "*Watchtower,*" indicate the number of DVDs needed for each issue. In the language field, print "ASL-DVD" to indicate American Sign Language. A separate M-202 form should be submitted to reduce the requests for the videocassette edition. In this case, please print "ASL-cassette" in the language field. Please submit these forms no later than November 15, 2003, to: Watchtower, 1000 Red Mills Rd., Wallkill, NY 12589-3299. If the congregations fail to specify "DVD" or "cassette" in the language field, it will be necessary for the Shipping Department to request clarification, which will delay the shipments.

If you need to adjust your standing request in the future, please submit a new form identifying the old quantity and the new quantity needed. Because the DVDs will be used at the weekly *Watchtower* Study shortly after their arrival at the congregation, please ensure that they are distributed promptly at the first possible congregation meeting.

The DVDs will be sent separately from your regular magazine or literature shipments. They will be delivered to the magazine delivery address on file at the branch office. If in the future, a past issue is desired, it can be requested on the *Literature Request Form* (S-14) and will be delivered with your regular literature shipment.

Christian Congregation
of Jehovah's Witnesses

Risk Management Office
25 Columbia Heights, Brooklyn, NY 11201-2483
Phone: (718) 560-5000 Fax: (718) 560-8877

[redacted] December 1, 2003

TO: BODIES OF ELDERS OF CONGREGATIONS WHICH HAVE IN RECENT YEARS CELEBRATED THE MEMORIAL IN A RENTED FACILITY

Dear Brothers:

If you will be renting a facility for the Memorial in 2004 and the owner requires evidence of insurance, please complete the form on the back of this letter and return it to the Risk Management Office. The requested Certificate of Insurance will be mailed to the presiding overseer.

If you are meeting in a Kingdom Hall, you do not need a Certificate of Insurance. However, it may be that one of the other congregations sharing your Kingdom Hall will use an outside facility this year. **If this is the case, please give this letter to that congregation.**

There are many congregations that celebrate the Memorial in facilities which require a Certificate of Insurance. To avoid a last-minute rush, we would appreciate receiving these requests before **January 15, 2004**. If the facility requests special phrasing for the Certificate of Insurance or endorsements, several weeks may be added to the processing time.

We pray that Jehovah will bless your preparations for this most important event of the year. If you are using an outside facility, these preparations should include a thorough inspection of the location to ensure that there are no safety problems that could mar the celebration. Check for items such as trip hazards, wet floors and poor lighting. Be sure that all exit doors are fully operational and that they are not locked or blocked in some way that would prevent easy access to a safe area well away from the building.

We take this opportunity to send our warm Christian love to you.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

# REQUEST FOR CERTIFICATE OF INSURANCE

## MEMORIAL - APRIL 4, 2004

(PLEASE TYPE OR PRINT NEATLY)

**CONGREGATION**: _____ _____
(Name, City, State) Cong. Number

**LOCATION** OF THE FACILITY WHERE MEMORIAL WILL BE HELD:

Official Name of Facility: _____

Address of Facility: _____

_____

**OWNER** OF THE FACILITY:

Official Name of Owner: _____

Owner's Address: _____

_____

PLEASE MAIL THIS FORM BY **January 15, 2004** TO:

CHRISTIAN CONGREGATION OF JEHOVAH'S WITNESSES
c/o RISK MANAGEMENT
25 COLUMBIA HEIGHTS
BROOKLYN, NY 11201-2483

10/03

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 1, 2003

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

It is our pleasure to announce the release of *My Book of Bible Stories* and *The Greatest Man Who Ever Lived* in American Sign Language (ASL) in DVD format. Also, a new booklet with questions for *My Book of Bible Stories—On Videocassette* has been prepared for use at the Congregation Book Study conducted in ASL. In addition, we are happy to inform you of the preparation of a multidisc case that can be used to collect and store the 12 volumes of *The Watchtower—On DVD* for each year. Details regarding the features of these new items and directions for making requests can be found below.

*My Book of Bible Stories—On DVD*

This ten-volume DVD edition includes the signed questions found in the booklet *Study Questions for "My Book of Bible Stories."* (See below.) Requests for the DVD edition may be placed at this time. The videocassette edition has been out of stock for some months, but supplies will soon be available. However, since many who have requested the videocassette edition may prefer to receive the DVD edition, all pending requests for *Bible Stories—On Videocassette* have been canceled. Publishers who still need the videocassette edition should inform the literature servant, and the request should be resubmitted through the congregation at the same time as the request for *Bible Stories—On DVD.*

*Study Questions for "My Book of Bible Stories"*

This 96-page booklet contains questions for use at the ASL Congregation Book Study. All of those using *My Book of Bible Stories—On Videocassette* will need the booklet with study questions because the videocassette edition does not contain the signed questions. Supplies of the booklet will be shipped directly to congregations that have organized book studies conducted in ASL.

*The Greatest Man Who Ever Lived—On DVD*

This nine-volume DVD edition contains the same program as *The Greatest Man Who Ever Lived—On Videocassette.* However, it also contains the helpful navigation functions of our other DVD programs. Requests for the DVD edition may be placed at this time. The videocassette edition has been out of stock for some months, but supplies will soon be available. However, since many who have requested the videocassette edition may prefer to receive the DVD edition, all pending requests for *Greatest Man—On Videocassette* have been canceled. Publishers who still need the videocassette edition should inform the literature servant, and the request should be resubmitted through the congregation at the same time as the request for *Greatest Man—On DVD.*

One-year multipack case with vinyl sleeves for *The Watchtower—On DVD*

This case is the same size and design as our other multidisc cases. It has an attractive four-color insert that resembles the printed bound volumes. The year is printed on the spine and front of the insert for easy identification. Since this is a dated item, the cases will be produced each year based on the initial orders. When the supply for a particular year runs out, no more will become available. Requests for the case for 2004 can be placed at this time. Notification for requesting subsequent years will be made in the usual manner through the monthly announcement to all congregations.

We are confident that these new publications will be useful to our brothers and interested ones who depend on publications in ASL to help fill their spiritual needs.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

PS to body of elders:

Please have this letter read at the first Service Meeting after it is received if you have deaf people associated with your congregation. It would be helpful if your requests for these items are included in your next literature request. Your requests for *Bible Stories—On Videocassette* and *Bible Stories—On DVD* should be submitted no later than December 28, 2003. *Study Questions for "My Book of Bible Stories"* is for use only at book studies conducted in ASL. Do not request supplies for any other purpose.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 4, 2003

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

We are pleased to announce the release of a DVD entitled *Transfusion-Alternatives—Documentary Series*. This DVD contains the three previously released video programs that were reported on in the *2002 Yearbook of Jehovah's Witnesses*. In all three videos, well-known surgeons contrast the effectiveness of transfusion-alternative strategies with procedures that use blood. As a result, these programs have done much to convince others of the reasonableness and effectiveness of bloodless medicine and surgery.

The first video in the series is entitled *Transfusion-Alternative Strategies —Simple, Safe, Effective*. This program was designed for doctors and medical students. For this reason, the medical scenes are more numerous than those in the other two programs. Until now, this program was available only to Hospital Liaison Committee members. It is unavailable to publishers as a videocassette. The second video is entitled *Transfusion-Alternative Health Care —Meeting Patient Needs and Rights*. It was designed especially for medical journalists, health officials, social workers, and the judiciary. As the title suggests, this program considers how to care for patients' medical needs while also recognizing their legal rights. Additionally, bloodless surgical techniques are shown to be cost-effective. Finally, the third video in the series entitled *No Blood—Medicine Meets the Challenge* was designed primarily for the general public.

Additional features on the DVD include menu pages as well as three short preview clips of each program. The English-language DVD also contains the sound tracks that are presently available in French, German, Italian, Japanese, Portuguese (Brazilian), Spanish, and Russian.

While the primary distribution of these programs remains with brothers who serve on Hospital Liaison Committees, please feel free to share this program with Bible students, unbelieving mates or relatives, teachers, workmates, and schoolmates. Of course, individual Christians must bear the responsibility of making decisions regarding the use of blood fractions or of one's own blood during medical procedures such as cell salvage or hemodilution.— See *The Watchtower*, issues of June 15, 2000, pages 29-31, and October 15, 2000, pages 30-31.

Congregations may submit their DVD requests at the time of their next literature request. Other language groupings on subsequent DVD releases will be announced as they become available.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

PS to presiding overseer:

Please have this letter read to the congregation at the first Service Meeting after its receipt. Then post it on the information board.

WATCHTOWER
Bible and Tract Society of New York, Inc.
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-5000 Fax: (718) 560-7119

December 6, 2003

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

It is a grand privilege to share in the theocratic expansion work taking place worldwide, including the United States. It is our pleasure to update you on construction projects that are now taking place at the United States branch.

We have received a fine response from the invitation for brothers to assist with the printery expansion at Wallkill. So far, over 1,400 volunteers have assisted with this project. The shell of the building is nearing completion, and arrangements are being made to receive the new presses in April 2004. Further work will be necessary to install the various building systems and prepare for full production in late 2004. The united efforts of everyone having a share are truly appreciated.

In addition to the work at Wallkill, there is a continuing need for temporary volunteers at Patterson and Brooklyn. Beginning in January 2004, there will be a special need for volunteers when a complete renovation of the residence at 107 Columbia Heights in Brooklyn begins. This work is necessary to strengthen the existing structure, replace old electrical and plumbing systems, and bring the building up to new fire code requirements. When completed in about three years, the building will house over 300 members of the Bethel family. Additionally, with the move of the printery to Wallkill, major renovation is also being planned for the 117 Adams Street complex in Brooklyn.

In order to accomplish this work, there will be a need for skilled brothers to serve as temporary volunteers. Spiritual qualifications of such volunteers are of great importance. One must be wholly dedicated to Jehovah and demonstrate Christian maturity, having a zeal for Kingdom service. Additionally, applicants should be between the ages of 19 and 55, baptized at least one year, and able to do hard manual work. Good physical and emotional health are necessary.

Skills that will be particularly needed include plumbing, sheet metal, electrical, framing, dry wall finishing, and tile setting. Brothers who qualify are encouraged to apply as temporary volunteers for periods ranging from one to four weeks. Single brothers and married couples with these trade skills and whose circumstances allow are also encouraged to apply for a three-month temporary period. Those applying should use the *Application for Temporary Volunteer Program* (A-19), which can be obtained from your congregation secretary. If you have already submitted a temporary volunteer application within the past year, there is no need to reapply at this time. However, if you have revised dates on which you are able to serve, please write using the above address, c/o Temporary Volunteer Desk.

We wish to express our appreciation to all of Jehovah's people who are wholeheartedly supporting this theocratic expansion through their loving labor and generous contributions. We recognize that all of this is being accomplished due to Jehovah's blessings as we continue to rely on him.—Psalm 127:1; Zechariah 4:6.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

cc: Regional Building Committees

PS to body of elders:

Please read this letter to the congregation at the next Service Meeting. Additional copies of the *Application for Temporary Volunteer Program* can be ordered on the monthly *Literature Request Form* (S-14).

# PATTERSON INN ROOM REQUEST

## CAREFULLY READ THE FOLLOWING INFORMATION BEFORE FILLING OUT THIS FORM

These arrangements are only for Jehovah's Witnesses (or unbaptized publishers) and their minor children, all in good standing with the congregation. Reservations are for rooms at the Patterson Inn located adjacent to the Watchtower Educational Center in Patterson, New York. *This provision does **not** entitle guests to Bethel privileges (i.e., meals, morning worship, Bethel Family "Watchtower" Study, etc.)*

Rooms may be reserved for a maximum of five consecutive nights. One form should be filled out for each room being requested. Only the names of the persons who will occupy one room should appear on this form. If you are requesting multiple rooms, please staple the Patterson Inn Room Request forms together. To help cover costs, there is a suggested donation of $30 to $50 per night per room. Donations may be made in any of the provided contribution boxes at the time of your visit.

Please keep in mind that the Patterson Inn may not be available during certain times of the year, since the rooms will be needed for special events such as the Gilead graduation (second weekend in September and March) and Annual Meeting (first weekend in October).

All requests must be submitted in advance on this form and signed by the Congregation Service Committee. Reservations will be processed in the order received. Confirmations will be sent in writing no more than four months before the first night of your stay. **A confirmation must be received prior to arrival. There is no provision for obtaining a room without a confirmed reservation.** If your request is submitted more than four months in advance, it will be acknowledged in writing to indicate receipt of your request.

Mail the completed forms to **Patterson Inn Rooming Desk,** 50 Watchtower Drive, Patterson, NY 12563-9203, or fax to (845) 306-3501. To cancel your reservation, please notify the Patterson Inn Rooming Desk as soon as possible. Send E-mails to PattersonInn@jw.org or telephone at (845) 306-3500.

Rooms are equipped with TV, kitchenette (with dishes), refrigerator, coffeemaker, microwave, iron, and ironing board and accommodate two or four persons (bedding may include a sofa sleeper). Pets are not allowed.

## PUBLISHER

Please type or print neatly the following information. Completed forms should be given to the Congregation Service Committee. After they have approved and signed this form, mail it to the address noted above.

Today's date: _____

Name of group contact: _____
(same name as No. 1 below)

Address: _____

City: _____ State: _____ ZIP: _____

Phone: ( ) _____ - _____

Congregation number: _____

_____
(Congregation Name) (City) (State)

| | First Night | Last Night | Total Nights (5-night max.) |
|---|---|---|---|
| Preferred: | ___/___/___ (Month Day Year) | ___/___/___ (Month Day Year) | _____ |
| Alternate 1: | ___/___/___ | ___/___/___ | _____ |
| Alternate 2: | ___/___/___ | ___/___/___ | _____ |

Handicap access required? Yes No (Circle one)

For confirmation via fax or E-mail, complete the following:

Fax: ( ) _____ - _____

E-mail: _____

| Names of persons occupying the room (Please type or print neatly) | Age | Gender (M/F) | Relationship to each other | Unbaptized publisher, publisher, pioneer, servant, etc. |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

## CONGREGATION SERVICE COMMITTEE

Please verify that all information is accurate and the individuals listed above are baptized Jehovah's Witnesses (or unbaptized publishers) and their minor children. Any of those approved should be known as good examples within the congregation. If you are in agreement with recommending these individuals, sign and return the form to the publisher listed on line No. 1 for mailing. Please remind the above publishers that no Bethel privileges are included with this arrangement. (Please review the letter to All Bodies of Elders, dated October 5, 2000, when considering this request.)

| | | | |
|---|---|---|---|
| Name: | _____ | _____ | _____ |
| | (Presiding Overseer) | (Secretary) | (Service Overseer) |
| Phone: | _____ | _____ | _____ |

Christian Congregation
of Jehovah's Witnesses
25 Columbia Heights, Brooklyn, NY 11201-2483 Phone: (718) 560-7100 Fax: (718) 560-7474

[redacted] December 14, 2003

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

SUBJECT: DISTRICT CONVENTION ARRANGEMENTS

The secretary in each congregation will oversee matters related to the district convention and generate enthusiasm for it. When the December 2003 *Our Kingdom Ministry* insert is considered on the Service Meeting early in January, it should be announced that the secretary is caring for this responsibility. In the absence of the secretary, another qualified elder should handle these duties.

The secretary should follow through promptly on all the direction provided in correspondence from the convention headquarters regarding such matters as rooming and volunteer service. Adequate time should be allowed on meetings so he can read (NOT paraphrase) and explain all convention letters. All elders, especially the secretary, should familiarize themselves with the rooming arrangements in the December *Our Kingdom Ministry* insert.

A supply of Special Needs Room Request forms will be sent to your congregation in January. A copy of this form should be placed on the information board displaying the list of rooming headquarters addresses. The secretary will make these forms available only upon request, rather than leaving them on a counter, so he can have the Congregation Service Committee determine if there is truly a special need. The special needs provision is only for exemplary publishers, including their well-behaved children, who are approved by the service committee. When a legitimate need exists, the completed form should be signed by the secretary, the circumstances explained fully in the space on the form, and mailed to the appropriate convention headquarters listed on the back. Supplying this information is vital in caring for such special needs.

If the service committee determines a publisher does not qualify to receive the form, the secretary can arrange for someone to give the publisher the help he needs to secure his own accommodations through the regular rooming arrangement. He may only require assistance in making reservations, transportation arrangements, and so forth.

If the conduct of a publisher or a family member listed on the Special Needs Room Request form is in question, appropriate counsel should first be given to the individual by two members of the service committee to correct the problem. If the response is positive, the secretary can sign and forward the form. If the person does not respond to the counsel, the name of the individual can be removed and he should be informed that he should obtain his own accommodations. Any others listed on the form can decide whether they still want the form sent in or prefer to make their own arrangements.

If publishers listed on the form are from different congregations, the form should be approved by each service committee and signed by the secretary of each congregation. The last secretary to handle the form will send it to the convention headquarters.

If a publisher needs accommodations for a convention in a country not listed on the back of the Special Needs Room Request form, he may fill out the form, have the secretary sign it, and mail it to the branch office in that country. If a group wants to attend a convention in another country it would be best if the secretary would write the appropriate branch office requesting the needed information and/or forms.

Any deaf persons associated with your congregation will attend a separate sign-language convention. In view of this, the secretary may assist them in obtaining the Recommended Lodging List for the nearest sign-language convention. If any deaf publishers have special needs, the secretary can render assistance as outlined in this letter and in the December *Our Kingdom Ministry* insert in the section regarding special needs. This may involve their sending in a Special Needs Room Request form.

As the need arises, secretaries in convention cities will receive a supply of Accommodation forms from the convention to distribute when the publishers in their congregation are being requested to open their homes for those with special needs. Publishers offering their homes will obtain these forms from the secretary. The form should be filled out by the publisher and returned to the secretary, who will complete and return it to the convention headquarters.

The diligent efforts of the congregation secretary will greatly help to coordinate convention matters and will assist in making the program a spiritually upbuilding occasion. Your cooperation with these arrangements is appreciated very much. May Jehovah's rich blessings be with you as you prepare for the upcoming district convention.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

c: Traveling overseers

[redacted]

# APPLICATION FOR TERRITORY SELDOM WORKED

(Please type or print clearly)

I will represent a group as the **TEAM CAPTAIN.**

**My name:** _____ **My telephone number:** _____
(First name) (Middle initial) (Last name) (Area code and number)

**My address:** _____ _____ _____ _____
(Street address or route and box) (City) (State) (ZIP code)

**My congregation:** _____ _____ _____ _____
(Name) (City) (State) **(Congregation number)**

I verify that my group is able to bear ***all*** costs involved in accepting an assignment, including transportation and lodging. ☐Yes ☐No

I have listed in the table below the names of ***everyone*** in my group, including ***me***, those from other congregations, and minor children.

TEAM CAPTAIN: Leave this shaded box blank. It is a separate application for those in other congregations to fill out who wish to join your group.

I (*We*) would like to **JOIN** a team captain from another congregation. I (*We*) list my (*our*) name(*s*) in the table below this shaded box.

**Team captain's name:** _____ _____ _____
(First name) (Middle initial) (Last name)

**Team captain's congregation:** _____ _____ _____
(Name) (City) (State)

**My (*our*) congregation:** _____ _____ _____ _____
(Name) (City) (State) **(Congregation number)**

After completing only this box and listing your names(*s*) in the table below, give this application to ***your*** elders for their approval.

| NAME | Race | Gender | Marital Status | Accompanied by mate in assignment? |
|---|---|---|---|---|
| *Example: John J. Johnson (team captain)* | *W* | *M* | *Married* | *Yes* |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

## Dates

Please submit at least two possible start dates and corresponding end dates during which you are available to care for an assignment. (Minimum length of any assignment is one day; maximum length of any assignment is two consecutive months.)

| | | |
|---|---|---|
| Preferred start date: / / | Preferred end date: / / | Number of days working in service: |
| Alternate start date: / / | Alternate end date: / / | Number of days working in service: |

## Distance

How many ***miles*** (not hours) are you willing to travel from your home area to preach in territory seldom worked? _____ miles

## Unassigned Territory

Choose the **counties** that your group would like to work from **COUNTIES WITH UNASSIGNED TERRITORY**. Write your choices below in order of preference. The more choices you list the better chances you have in receiving your preferred territory. If the counties you list are unavailable, you may be asked to work another unassigned territory in the region or to assist a congregation within the distance you stated above. If your group is available to work any unassigned territory within the distance you stated above, write "**ANYWHERE**."

| | | |
|---|---|---|
| *Example:* ***Bowman, North Dakota*** | 5 | 10 |
| 1 | 6 | 11 |
| 2 | 7 | 12 |
| 3 | 8 | 13 |
| 4 | 9 | 14 |

## Assist a Congregation

Choose the **states** you are willing to travel to in order to assist a congregation that is within the distance you stated above. You can choose any state. List these below in order of preference. If you can go anywhere to assist a congregation within the distance you stated above, please write "**ANYWHERE**."

| | | | | |
|---|---|---|---|---|
| *Example:* ***Indiana*** | 2 | 4 | 6 | 8 |
| 1 | 3 | 5 | 7 | 9 |

---

### CONGREGATION SERVICE COMMITTEE'S APPROVAL

Before signing this application, please review the letter addressed to Congregation Service Committees concerning territory seldom worked.

- If you do not approve of the publishers applying, please explain to them why you are not submitting their application.
- Is the information supplied accurate and legible? Is your congregation number as listed on the front correct?

_____ (Presiding overseer) _____ (Secretary) _____ (Service overseer)

Send the approved application to the Territory Desk. Make one copy for your files and supply a second copy to the team captain.

*Mail to:*
**Christian Congregation of Jehovah's Witnesses**
**Attention: Territory Desk**
**2821 Route 22**
**Patterson, New York 12563-2237**

# COUNTIES WITH UNASSIGNED TERRITORY

(An asterisk [*] follows the names of the counties that are in particular need of coverage this year because they were not completely worked last year.)

| ALABAMA | POPULATION |
|---|---|
| Cullman and Winston * | 9,500 |
| De Kalb * | 17,500 |
| Jackson | 8,300 |
| Marion | 14,500 |

| COLORADO | |
|---|---|
| Cheyenne | 2,000 |

| GEORGIA | |
|---|---|
| Franklin | 11,000 |

| ILLINOIS | |
|---|---|
| Calhoun | 5,000 |
| Gallatin | 6,800 |
| Greene | 12,500 |
| Hamilton | 11,000 |
| Hancock | 3,500 |
| Hardin | 5,000 |
| Jasper * | 15,000 |
| Jefferson | 10,000 |
| Pike | 10,100 |
| Wayne | 3,000 |

| IOWA | |
|---|---|
| Adair | 2,100 |
| Audubon | 2,400 |
| Buena Vista | 4,000 |
| Carroll | 10,000 |
| Davis | 5,000 |
| Emmet * | 4,000 |
| Ida | 6,000 |
| Lyon | 9,000 |
| O'Brien * | 14,300 |
| Osceola * | 8,500 |
| Palo Alto * | 4,300 |
| Pocahontas | 10,000 |
| Sac * | 3,973 |
| Sioux * | 28,700 |

| KANSAS | POPULATION |
|---|---|
| Clark | 2,900 |
| Comanche and Kiowa | 4,500 |
| Finney and Lane | 3,000 |
| Gove and Logan * | 3,300 |
| Gray and Haskell | 4,500 |
| Harper | 12,000 |
| Hodgeman | 2,300 |
| Kearny | 3,000 |
| Morton, Baca, CO, and Texas, OK | 4,200 |
| Ness | 4,000 |
| Pottawatomie | 7,500 |
| Washington | 1,500 |

| KENTUCKY | |
|---|---|
| Allen | 4,200 |
| Ballard | 4,000 |
| Bath | 4,500 |
| Breathitt | 5,000 |
| Breckinridge | 7,200 |
| Butler | 5,000 |
| Carlisle | 6,500 |
| Christian | 3,000 |
| Elliott and Lawrence | 7,000 |
| Fleming | 10,000 |
| Floyd | 17,000 |
| Jackson * | 8,000 |
| Knott | 4,000 |
| Leslie | 18,700 |
| Livingston | 5,000 |
| Owsley | 5,700 |
| Perry | 5,000 |
| Pike | 15,000 |
| Wolfe | 6,500 |

| MINNESOTA | |
|---|---|
| Beltrami and Marshall * | 10,400 |
| Fillmore | 2,400 |
| Goodhue, Olmsted, and Wabasha | 12,400 |
| Kittson and Roseau * | 4,500 |
| Lac Qui Parle | 5,000 |
| Red Lake | 3,400 |
| Yellow Medicine | 5,000 |

| MISSOURI | POPULATION |
|---|---|
| Lafayette | 10,800 |
| Osage | 8,000 |
| Schuyler | 4,200 |
| Sullivan | 7,200 |
| Wright | 4,500 |

| MONTANA | |
|---|---|
| Roosevelt | 377 |

| NEBRASKA | |
|---|---|
| Blaine, Logan, Loup, and Thomas * | 3,087 |
| Cedar, Dixon, and Pierce * | 4,500 |
| Cherry | 3,750 |
| Furnas | 5,000 |
| Garfield and Valley | 4,800 |
| Grant, Hooker, and McPherson | 2,108 |
| Greeley and Wheeler | 3,900 |
| Hamilton | 1,200 |
| Johnson | 4,200 |
| Knox | 9,000 |
| Merrick and Nance | 1,200 |
| Pawnee and Nemaha, KS * | 5,400 |
| Platte | 6,000 |
| Polk * | 5,800 |
| Stanton | 3,000 |

| NORTH CAROLINA | |
|---|---|
| Mitchell | 10,000 |

| NORTH DAKOTA | POPULATION |
|---|---|
| Adams and Slope | 4,000 |
| Benson * | 2,700 |
| Bowman | 3,000 |
| Cavalier * | 8,000 |
| Divide | 4,500 |
| Eddy and Foster * | 5,440 |
| Emmons * | 7,200 |
| Golden Valley | 3,200 |
| Griggs | 3,700 |
| Kidder * | 3,800 |
| Logan and McIntosh | 5,550 |
| McHenry * | 5,000 |
| McKenzie | 4,200 |
| McLean and Sheridan | 4,500 |
| Nelson | 5,000 |
| Pembina * | 5,000 |
| Renville | 2,000 |
| Rolette | 8,500 |
| Sioux | 5,000 |
| Steele | 3,219 |
| Towner * | 4,000 |
| Traill | 8,400 |
| Walsh | 3,000 |
| Wells | 7,500 |

| OHIO | |
|---|---|
| Washington | 7,600 |

| OKLAHOMA | |
|---|---|
| Dewey and Roger Mills | 6,050 |
| Garvin and Murray | 1,200 |
| Grant | 5,000 |
| Greer | 8,000 |
| Harmon | 5,000 |
| Hughes | 1,000 |
| Kiowa | 5,000 |
| Stephens | 2,000 |

| PENNSYLVANIA | |
|---|---|
| Franklin | 5,000 |

| SOUTH DAKOTA | POPULATION |
|---|---|
| Bon Homme * | 7,000 |
| Campbell and McPherson * | 5,300 |
| Charles Mix | 5,000 |
| Clark | 4,600 |
| Corson, Dewey, and Ziebach | 7,425 |
| Day * | 6,100 |
| Deuel * | 3,000 |
| Edmunds | 4,300 |
| Faulk | 2,800 |
| Hamlin | 5,000 |
| Hand and Hyde * | 8,700 |
| Hutchinson | 4,000 |
| Jerauld | 3,000 |
| Kingsbury | 7,000 |
| Lincoln | 3,200 |
| Marshall * | 4,000 |
| McCook | 6,400 |
| Mellette | 2,400 |
| Miner | 4,500 |
| Minnehaha | 5,000 |
| Moody | 3,300 |
| Perkins | 2,000 |
| Potter | 3,500 |
| Spink * | 8,000 |
| Todd * | 7,460 |
| Tripp * | 4,000 |
| Turner * | 5,500 |

| TENNESSEE | |
|---|---|
| Hancock | 6,700 |
| Johnson | 6,000 |

| TEXAS | |
|---|---|
| Archer | 1,500 |
| Borden and Garza | 6,000 |
| Briscoe | 2,000 |
| Crockett | 4,000 |
| Crosby | 5,043 |
| Culberson | 2,000 |
| Dickens, Kent, and King | 3,700 |
| Floyd and Hale * | 6,000 |
| Lynn | 5,343 |
| Motley | 1,500 |
| Schleicher and Sutton | 7,000 |
| Swisher | 1,200 |

| UTAH | POPULATION |
|---|---|
| Rich | 2,100 |

| WEST VIRGINIA | |
|---|---|
| Lincoln | 12,000 |
| McDowell | 5,200 |
| Mercer | 8,000 |
| Mingo * | 16,000 |
| Monongalia, Tyler, and Wetzel * | 12,000 |
| Monroe | 5,500 |
| Wayne | 5,500 |
| Wyoming | 3,000 |

| WYOMING | |
|---|---|
| Lincoln | 6,000 |

# FREQUENTLY ASKED QUESTIONS
## ABOUT TERRITORY SELDOM WORKED

- ***What should the team captain do with the Application for Territory Seldom Worked?***

He should fill out the entire application. (The shaded box on the front should not be used by a team captain.) Then, as soon as possible, he should give his application to the Congregation Service Committee for approval. If the application is approved, the Congregation Service Committee will immediately forward it to the Territory Desk.

- ***If publishers from another congregation would like to join our group, what should they do?***

They should ask their secretary for one application. They should fill out the shaded box on the front page and should list their names in the table provided. The rest of the application should remain blank. Then they need to give the application to their Congregation Service Committee for approval. If approved, the Congregation Service Committee will forward the application to the Territory Desk.

- ***<u>After</u> we receive an assignment, how can we add publishers who now want to join our group?***

Keep in mind that the total number of any group should be no more than about **20** persons, including minor children of publishers. The publishers who wish to join your group should follow the same procedure mentioned above when publishers from another congregation would like to join a group.

- ***Since I am by myself, can I be placed in a group with an assignment?***

No. The Territory Desk is not in a position to place a publisher with any of the groups that are requesting an assignment or have been given an assignment. Consider locating one or more other publishers to accompany you so that you can form your own group, or request permission from a team captain whom you personally know to join his group.

- ***My group is made up of all single brothers and single sisters because the married couple in my group canceled and I can't find a replacement. What can be done?***

The single brothers can form one group and apply for an assignment, and the single sisters can form another group and apply for a separate and different assignment. The only exception would be a group *entirely* made up of immediate family members (for instance, a mother and her sons). If this is the case, the Congregation Service Committee should provide a brief explanation and send it along with the application.

- ***What should a team captain do if there are more than 20 publishers who want to apply for territory seldom worked?***

Consider forming two separate groups with two separate team captains. Each group will receive a separate and different assignment.

- ***Does the team captain need to inform the Territory Desk if some in the group have to cancel?***

No. We realize that time and unforeseen occurrence may change the plans of some in your group. As long as the prerequisites for approval are still met, there is no need to contact the Territory Desk if some in the group have to cancel.

- ***What should I do if I can no longer be the team captain or I cannot go on the assignment, but the group still would like to care for the assignment?***

A replacement can be selected from your approved group, and the Territory Desk should be informed immediately of the new team captain's name, address, telephone number, and congregation. Or a publisher could join your group by filling out an application, and if approved by his Congregation Service Committee, he could serve as team captain.

- ***How long should I wait before inquiring if my application has been received?***

Applications may take several weeks to process. However, please contact the Territory Desk immediately (845-306-1000) if you have not received an assignment and it is within 30 days of your requested starting date.

- ***Why is it possible that I may not get the assignment I requested?***

The Territory Desk endeavors to fill applications in the date order in which they are received. Thus, try to send in your application as soon as possible, and list as many choices as you can. There may already be a sufficient number of groups assigned to care for a particular assignment, or there may be a conflict in starting dates since two groups cannot have the same assignment at the same time. If this is the case, we may ask you to travel within the distance you specified on the application to work another unassigned territory or to assist a congregation.

[redacted] ***CONGREGATION***

***CIRCUIT HOUSE COMMITTEE***

[redacted]

Dear Brothers: [redacted], 2003

We are pleased to give you an update in regards to the Circuit House and its needs. Whereas, this property should always be a source of praise and honor to our God , Jehovah.

As we know, it has been close to ten years since the residence at [redacted] was built and furnished to provide a acceptable dwelling place for our circuit overseer. Certainly this location has served as a suitable cost saver for the needs of our circuit and will continue to do so on into the future. But now the time has come for us to consider the matter of repairing and refurnishing this property to maintain the proper organizational standards.
(2 Kings 12:11,12)

As with any lived - in home wear and tear has taken its toll on the furniture and carpet for the most. But when furnishings are needed it is always important to address the overall decor and repair needs. Thus, the committee has considered all aspects of this project and has come to an overall understanding as to all that will be needed for this undertaking.

Please consider the following list:

1. Hallway ; ceiling, repair / possible rehang.
2. Kitchen ; backslash , removal of island counter, ceramic tile floor repair / replace.
3. Roof ; repair leak above utility room.
4. Guest Bath ; blistering ceiling repair, exhaust fan.
5. Windows ; weatherstripping repair, possible replacement, decor treatments.
6. Glass Block Window (Office) ; replace for visibility.
7. Carpet ; replace.
8. Air Duct ; cleaning.
9. Furniture ; couch, chairs, coffee-end tables / entertain. shelf, lamps, mattress set.
10. Appliances ; microwave oven.
11. Interior Walls ; paint / wallpaper.
12. Exterior Walls ; tuck point.
13. Fence ; extend to ground level.
14. Office ; replace ceiling fan, reset closet doors.

Please be assured that all phases of this project are in accordance with the branch letters addressed to the bodies of elders dated 10/12/93, 11/2/ 95 and 7/30/02 .Therefore, based upon these instructions we will proceed in strict accordance with the R.B.C. from this point forward. Thus, the entire scope of work will be reviewed and overseen by the R.B.C.; including design, estimating, and purchasing, etc.

What a privilege we have in doing all that we can to ensure that the reflections of our circuit house clearly mirror's the God that we serve. May Jehovah's blessings be upon this endeavor, and may you brothers receive our warm Christian love.

Your brothers,

*Circuit House Committee*

[redacted] *Circuit* [redacted]

[redacted]

[redacted]

# JEHOVAH'S WITNESSES ASSEMBLY HALL

[redacted]

[redacted], 2003

Dear Brothers,

The [redacted] Assembly Hall organization has prepared the attached Recommended Lodging List. This list is designed for all publishers utilizing the [redacted] Assembly Hall for circuit assemblies and special assembly days.

The hotels listed have provided special rates for Assembly Hall delegates, so it is necessary to identify yourself as one of "Jehovah's Witnesses visiting the [redacted] Assembly Hall." Please consult the December 2002 Our Kingdom Ministry for other district convention rooming guidelines that also apply when individual delegates confirm arrangements. A number of price and location options have been made available, so ***please use only hotels on the recommended list.***

We encourage you to make your rooming arrangements well in advance of your assembly programs. May Jehovah bless all the arrangements being made for our continued spiritual enrichment.

Your Brothers,

[redacted] Assembly Hall Committee

**TO THE BODY OF ELDERS:**

Please read this letter at the next Service Meeting after receipt and post the Lodging List on the Information Board. Later you may file the Lodging List with other lodging information provided by the Christian Congregation of Jehovah's Witnesses. Please be sure to ***discard older versions*** of the [redacted] Assembly Hall Lodging List.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

February 4, 2004

TO ALL BODIES OF ELDERS

Dear Brothers:

During January through March 2003, a special effort was made to reactivate inactive ones. Each Congregation Service Committee reviewed the inactive file and assigned a book study overseer to visit the inactive and offer assistance, including a Bible study in some cases. The results of the campaign were then forwarded to the branch office via the circuit overseer. We are pleased to share with you the results of this endeavor and provide direction on how additional help will be given.

**Excellent results:** Tens of thousands of inactive ones were contacted in the United States branch territory, of whom 14,963 were reactivated and 12,076 accepted Bible studies. It was not uncommon to reactivate some who were inactive for thirty or more years. Some said the *Draw Close to Jehovah* book was significant in reaching their hearts. Many were touched by the concern shown by God's organization, realizing that the visit was an expression of Jehovah's love for them personally.

One inactive sister of 19 years said: 'I did not realize that the organization cared so much for me. I thought that if they care this much, maybe Jehovah also cares for me.' While nervous to meet with the brothers, she related: "Jehovah is telling me it is time to come back." She now attends all meetings and continues to make progress. Another brother had not attended meetings for three years. When told the purpose of the call, he started to cry, saying that he had been up until five o'clock in the morning praying that Jehovah would help him to come back to the truth. He has not missed a study, comments at the meetings, and after one month is again participating in the ministry. A young inactive couple was having marital problems. Once they accepted a Bible study, their family life improved. They are now at the meetings and have a regular share in the ministry. For the first time, they say they feel the truth is 'in their hearts and not just in their heads.' These and similar experiences illustrate the benefits of reaching out to inactive ones.

**A special effort this year:** Upon receipt of this letter, the Congregation Service Committee should meet again this year and make arrangements to call on inactive ones in the congregation's territory, except for those clearly indicating they wish not to be visited. Book study overseers may be assigned to call on inactive ones, though other elders not conducting a book study may also be assigned. Thereafter, at a special meeting of the body of elders, this letter should be read. Any adjustments in the assignments can be made at that time. If possible, strive to complete the visits before the Memorial on April 4, 2004.

**How to provide assistance:** In preparation for the shepherding call, each elder should consider the article "Tenderly Shepherding Jehovah's Precious Sheep" in the July 15, 1993, issue of *The Watchtower*. Reference is made to Jesus' illustration about a man who had a hundred

sheep but promptly searched for the one that had strayed in order to bring it back to the flock. (Matt. 18:12-14; Luke 15:3-7) The article states on page 27: "In like manner an overseer should have concern for each member of the congregation. Inactivity in the ministry or in attending Christian meetings does not mean that the sheep is no longer part of the flock. He remains part of 'all the flock' for whom the elders must 'render an account' to Jehovah." A principal objective of the visit is to help the inactive one to appreciate that Jehovah cares for him. A few encouraging Scriptural points could be shared from chapter 24 of the book *Draw Close to Jehovah* or the article "You Are Precious in God's Eyes!," which appeared on pages 10-15 of the April 1, 1995, *Watchtower*. While other material may be used according to the needs and circumstances of the person, it will generally be best to keep the visit positive. If needed, additional visits can be made to give further encouragement.

**Offering Bible studies:** If one responds favorably to the visit and expresses a desire to resume activity with the congregation, a Bible study may be offered. If the study is accepted, make this known to the service overseer. He will make the arrangements for the study to be conducted. Good judgment is needed to determine who is best suited to conduct the study, considering the circumstances involved. The book *Worship the Only True God* will be used in most studies with inactive ones. For those with a good knowledge of Bible truth but who had become sidetracked from Christian activities, a study of section 4 in the book *Draw Close to Jehovah* may be just what is needed to rekindle their love for Jehovah.

**Resuming field service:** If a person has been inactive for only a short time, a helping hand from an experienced publisher may be all that is needed to reactivate the individual. On the other hand, before inviting a longtime inactive one to share in the ministry, two elders should meet with him to see if he meets the basic requirements to again serve as a Kingdom publisher, as outlined on pages 98-9 of the *Our Ministry* book. They will follow a procedure similar to that used when meeting with new ones seeking to publish the good news.

We pray Jehovah will richly bless you as you endeavor to render personal assistance to inactive ones as responsible shepherds of the flock. You can be assured of much "joy in heaven" over those assisted through your efforts. (Luke 15:7) With this letter, we send our warm Christian love.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

April 1, 2004

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

From time to time, local authorities may inform you that a known sex offender is living in your area. The notice usually provides the address of the individual and may state the nature of his criminal activity. How should the elders handle such notices provided by law enforcement agencies?

If the authorities inform the elders of the address of a known sex offender, the elders should list that address on the appropriate territory card as a "Do Not Call." Thereafter, two elders can periodically make calls on that address in harmony with the direction provided in the June 1994 *Our Kingdom Ministry* "Question Box." Following this direction will assist you in protecting the flock.—Isaiah 32:1, 2.

It is a pleasure to cooperate with you in the preaching and teaching work assigned to us by Jesus. (Matthew 28:19, 20) With this letter we extend to you our warm Christian love and greetings.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

May 15, 2004

TO ALL BODIES OF ELDERS AND TRAVELING OVERSEERS

Dear Brothers:

The tremendous increase in Kingdom publishers worldwide has resulted in a dramatic increase in the construction of new Kingdom Halls and the renovation of older ones. The purpose of this letter is to provide helpful direction to follow in making arrangements for Kingdom Hall dedication programs. Please file this letter with other organizational policy letters in the congregation permanent file and destroy the April 1, 1992, letter to all bodies of elders and traveling overseers on the same subject.

**Speaker:** A Kingdom Hall dedication speaker may be requested from Bethel by addressing your request in writing to the Teaching Committee of the Governing Body. If the congregation has in mind inviting someone in particular, that may be stipulated in the request. If the brother you wish to invite is a Bethel speaker approved to give Kingdom Hall dedication talks and if he is available and in agreement, he will be assigned. Otherwise another Bethel speaker will be assigned. Travel expenses for the speaker (and for his wife if he is married and she is invited) are to be cared for by the congregation(s) involved with the dedication arrangements. Some congregations may find it convenient to have the local circuit overseer or district overseer give the dedication talk if one of them is available for the date desired. Of course, the dedication program would have to be scheduled at a time that does not conflict with the brother's regular schedule for serving a congregation or a circuit. The traveling overseer's schedule is not to be adjusted in any way just to allow time for him to serve as dedication speaker. If a traveling overseer is to have a part on the dedication program, there is no need to invite a Bethel speaker to participate.

There may be times when a Bethel speaker assigned to serve as guest speaker at a special assembly day program would be able to give the Kingdom Hall dedication talk if the new Kingdom Hall is located close to the assembly site. In some cases, the special assembly day assignment is for just one assembly either on a Saturday or a Sunday, and so the Bethel speaker could be available to serve as dedication speaker on the other day of that weekend. Even if he has a special assembly day program on each of the two days, it still may be possible for him to give a Kingdom Hall dedication talk on one of the two evenings. The Kingdom Hall being dedicated would have to be close by and the congregation(s) would need to be in agreement with such arrangement.

**Program format:** Once the elders work out the details, the presiding overseer may correspond directly with the assigned Bethel speaker. Modesty should be reflected in the format of the dedication program. The following comments should prove to be helpful in this regard.

1) The dedication talk should be given in the Kingdom Hall being dedicated, not at another facility that may be rented in order to accommodate a larger audience.

2) Kingdom Hall dedication programs are usually held on either a Saturday or a Sunday. If held on Sunday, an abbreviated *Watchtower* Study similar to what is arranged during the visit of the circuit overseer should be included.

3) Any slide or video presentation should be limited to perhaps fifteen minutes or so in length. It should include just a few of the main procedures in building the Kingdom Hall. The presentation should be dignified and the content in good taste, since the dedication program is an occasion for giving praise to Jehovah for his direction and blessing on the project, which serves for advancing his worship in the community.

4) A second program may be arranged for Kingdom Halls that accommodate more than one language group. In such case, the speaker giving the dedication talk in the first program will dedicate the Kingdom Hall, and the dedication prayer will be offered at that time. The entire program could then be repeated in the second language, with the exception that the speaker would not dedicate the Kingdom Hall and there would not be another dedication prayer. The Kingdom Hall is dedicated just one time. The second speaker would explain that the Kingdom Hall was dedicated during the previous program.

5) There appears to be no need to have a program of more than two—or perhaps on occasion two and one half—hours in length. Generally, this would allow for a brief history of the congregation(s) involved, possibly including an interview of one or two long-time Witnesses who have had a share in the growth of the Kingdom work in the area. Some local experiences in connection with construction along with a slide or video presentation of appropriate length, showing certain key elements of the construction project could be included. Experiences as well as comments of those being interviewed should be to the point. All who participate on the program should be mindful that emphasis should be placed on Jehovah and the effect the project had on the community and the brothers, not on how the building was constructed.—Ps. 127:1.

6) When two or more Kingdom Halls in one building are being dedicated, only one dedication program is needed to cover all Kingdom Halls that are part of the one complex.

7) A tour of the new Kingdom Hall, or an open house as it is sometimes called, may be arranged before the dedication program. If felt appropriate, light snacks or refreshments but not alcoholic beverages may be served. Many brothers have found this to be a fine time to invite businessmen and officials of the community who may have become familiar with the building work and who may have expressed a desire to see the completed building. It is appropriate for an elder to be assigned to escort such businessmen and officials and make their tour and visit informative and pleasant. Similar arrangements may be made for other guests to be given a brief tour by one of the attendants when needed. These arrangements are generally scheduled for the morning or early afternoon, depending on the commencement of the dedication program.

8) Participants on the Kingdom Hall dedication program should be exemplary dedicated active Jehovah's Witnesses. Therefore, there is no provision for government officials or others to be invited or allowed to address the audience from the platform on any

occasion, just as is the case at congregation meetings, circuit assemblies, special assembly days, district conventions, funerals, and so forth. (*om* 71, 73; *be* 282; *km* 3/97 7; *w*84 4/15 14-15, pars. 14, 18) If an official wishes to make a brief speech or offer expressions of appreciation at a dedication program, he may be received hospitably and given audience by a few responsible brothers in a separate room before or after the program.

9) The dedication talk should be about 45 minutes to one hour in length. Most Bethel speakers and traveling overseers will have a service talk prepared for this type of occasion. However, in the event that the selected speaker does not have a service talk prepared, he should prepare one that clearly explains the use of Kingdom Halls for Jehovah's worship. Topics such as the following could be developed: What it means to dedicate a Kingdom Hall, How Kingdom Halls are used by Jehovah, or How we show appreciation for the Kingdom Hall. Many other appropriate topics may be found in the *Watch Tower Publications Index* or *Watchtower Library* under "Kingdom Halls."

**Renovated Kingdom Halls:** Questions have been raised as to whether renovated Kingdom Halls should be dedicated. If only minor changes or renovation is involved, there is no need for a dedication program. There is no such thing as a rededication or reaffirmation, however, there may be circumstances where major renovations have taken place and the floor plan and general appearance of the Kingdom Hall have been greatly changed. Considerable restructuring may have taken place. Rest rooms, classrooms, the stage, and literature and magazine counters were perhaps changed or relocated. Such major changes have, in effect, made a new Kingdom Hall. In such cases a dedication program would be in order.

**Seating:** Congregations may need to limit the number invited to the dedication program so that the Kingdom Hall is not filled beyond its reasonable capacity. If more than one congregation is involved, it may be necessary to limit attendance to the elders, ministerial servants, regular pioneers, and their families, along with those who have been baptized for a certain number of years, perhaps 10 or 20 years or more. Some congregations also invite those who contributed much time, effort, or materials toward the construction work. Occasionally, local city officials permit the congregation(s) to set up loud speakers in the Kingdom Hall parking area so that overflow seating can be arranged. However, there is no need for a telephone or video tie line to another location outside the Kingdom Hall being dedicated simply to provide seating for a larger audience.

There is no doubt that continued growth will be experienced in Jehovah's organization, and that will result in a need for more Kingdom Halls. We trust that the information set out above will prove to be helpful to you in making decisions in connection with Kingdom Hall dedication programs. May all things take place decently and by arrangement so that Jehovah's name will continue to be respected and praised in your territory.—1 Cor. 10:31; 14:40.

Please be assured of our warm Christian love and best wishes.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 2, 2004

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: "No Trespassing" signs

Dear Brothers:

The purpose of this letter is to provide further clarification on the application of "No Trespassing" signs to our door-to-door ministry. Please file this letter with other organizational policy letters and destroy the July 1, 1994, letter to all bodies of elders in the United States on the same subject.

In the past, some publishers have chosen to call at homes bearing "No Trespassing" signs without having undue concern about being subject to arrest and prosecution for violation of criminal trespass laws. However, we are living in an increasingly violent world as man advances from bad to worse. As a result, more and more people are expressing and enforcing their desire to not have uninvited individuals on their property.—2 Tim. 3:1-5, 13.

As a general rule, householders have a right to privacy and the right to prohibit anyone, including publishers, from entering their property by posting a "No Trespassing" sign. Publishers need to be aware of the possible consequences of ignoring a "No Trespassing" sign.

If publishers call at a home or enter the grounds around a home where a "No Trespassing" sign is posted, they may be subject to criminal prosecution and resulting monetary sanctions and/or incarceration. Fines in some states are very high and incarceration for any length of time can be extremely traumatic. To be prosecuted for such conduct is a real possibility and a serious matter. In addition, we are living in litigious times. Publishers ignoring a posted directive to stay away may also face civil liability if sued by an irate householder.—Matt. 10:16.

Publishers should keep in mind that if they decide not to go to a particular door because of a posted "No Trespassing" sign, other means of contacting the homeowner are available, such as telephone witnessing or letter writing.—1 Cor. 9:22, 23.

It is important to note that a "No Trespassing" sign posted on a *home* may be different from a "No Trespassing" sign placed on a *public street* or at the entrance to a community or apartment complex. If you have a question about whether such a "No Trespassing" sign applies to our ministry, please contact the Legal Department at the address shown in the letterhead above.

Additionally, "No Trespassing" signs are different from signs such as "No Soliciting," "No Peddling," or "No Canvassing." If a *municipality* endeavors to enforce the application of such signs to our preaching activity, please contact the Legal Department. However, if a *householder* at any time informs a publisher that such a sign posted on his property applies to our ministry, the publisher should assure the householder that future calls at his home will cease. This also applies to householders who do not have any sign posted, but insist on receiving no

further calls by Jehovah's Witnesses. In the past, the branch office has received calls from householders upset that their wishes were not respected. To prevent this, elders should take reasonable steps to ensure that we comply with their requests. After such homes have been identified, a dated note should be placed in the territory envelope. The territory file should be reviewed once a year, making a list of the homes where we have been advised not to call. Under the direction of the service overseer, some tactful, experienced publishers can be assigned to visit these homes to determine if there has been any change in the occupant's attitude toward our ministry.—See June 1994 *Our Kingdom Ministry* Question Box.

Upon receipt of this letter, book study overseers should review the following points with those in their groups:

- Individual homeowners have a right to exclude people from their property by posting a "No Trespassing" sign.
- If publishers call on a home or enter the grounds around a home where a "No Trespassing" sign is located, they may be subject to criminal prosecution and resulting monetary sanctions and/or incarceration. They also face being sued by the householder.
- Such homes may be worked by means of the telephone or letter writing.—See May 2003 *Our Kingdom Ministry* Question Box; "Communicating Through Letters," *Benefit From Theocratic Ministry School Education,* pages 71-3; May 2002 *Our Kingdom Ministry* Question Box; "Successful Telephone Witnessing," February 2001 *Our Kingdom Ministry*, pages 5-6; "Successful Kingdom Proclaimers Use the Telephone," April 15, 1998, *Watchtower*, box on page 27; "Telephone Witnessing—A Way to Reach Many," August 1993 *Our Kingdom Ministry,* pages 3-4; and November 1996 *Our Kingdom Ministry* Question Box.
- "No Trespassing" signs are different from "No Soliciting," "No Peddling," and "No Canvassing" signs. However, if a householder at any time informs a publisher that his sign applies to our ministry (no matter what the wording of that sign may be), the publisher should reassure the householder that future calls at his home will cease. This can be done by simply stating:

  > The application of the sign was not clear to us from its wording. Steps will now be taken to make certain that no further calls are made at your home by Jehovah's Witnesses.

  Thereafter, a dated note should be placed in the territory envelope listing the name and address of such individuals.

We trust this will answer questions publishers have regarding "No Trespassing" signs. It is a pleasure to work shoulder to shoulder with you in accomplishing the work our Master has entrusted to us.—Zeph. 3:9; Matt. 28:19, 20.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

WATCH TOWER
Bible and Tract Society of Pennsylvania
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-5000 Fax: (718) 560-5101

September 25, 2004

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Kingdom Hall Assistance Arrangement (KHAA)

Dear Brothers:

The Kingdom Hall Assistance Arrangement uses designated contributed funds to pay for property damage to Kingdom Halls and for expenses and liability claims arising from incidents at Kingdom Halls. Jehovah's blessing on the fine support that all have shown has made it possible to provide this assistance all these years without any change in the suggested contributions.

To properly fund the KHAA, we suggest that each congregation once again contribute $4.50 per publisher for this year. To avoid burdening the brothers with one large expense, we recommend that each congregation pass a resolution to contribute monthly based upon the number of its publishers. (For example, $4.50 x (number of publishers) ÷ 12 months = $ per month.) Since this will be a monthly donation, it should be cared for by each congregation instead of by the operating committee in the case of congregations that share a Kingdom Hall. If you prefer to send the entire annual amount at once, you may do so.

When remitting your contribution via the Watchtower Electronic Funds Transfer System (WEFTS), enter the amount at the telephone prompt designated Kingdom Hall Assistance Arrangement. Please **do not** include this contribution with any payments on your Congregation Account.

We are pleased to administer this arrangement by which all congregations can share in assisting one another. We join you in praying for Jehovah's blessing on our efforts to properly care for our buildings and all those who turn to such centers of true worship to learn more about our Grand Creator.

Your brothers,

Watch Tower B. & T. Society
OF PENNSYLVANIA

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

September 27, 2004

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Courtesy telephone notifications

Dear Brothers:

Over the past two years, Jehovah's Witnesses have experienced many beneficial results from the United States Supreme Court's decision in *Watchtower v. Stratton*. We are sure that your zealously taking the lead in the ministry has contributed to this positive outcome.— Heb. 13:7.

Our November 22, 2002, letter to all bodies of elders in the United States allowed prior courtesy telephone notifications in certain circumstances. However, experience has shown that courtesy telephone notifications are of limited value. Thus, we are recommending that you discontinue prior courtesy telephone notifications.

Congregations that have discontinued courtesy telephone notifications have reported that their publishers appreciate not having to make such calls before engaging in the ministry. Moreover, we have observed that municipalities that view telephone notifications as a courtesy, rather than a requirement, have raised no legal objection to congregations that have ceased making such calls.

Although we recommend discontinuing courtesy telephone notifications, if your body of elders feels that local circumstances make it useful to provide courtesy telephone notifications to the police prior to going from door to door, we have no objection. By way of reminder, a courtesy notification only advises where you will be working from door to door and the number of publishers engaged in the ministry that day. If a municipality requires you to provide such a call or if any additional information is requested, you should immediately contact the Legal Department. Of course, if your congregation has received previous direction from the Legal Department regarding courtesy telephone notifications, you should continue to abide by that direction.

We trust that by discontinuing courtesy telephone notifications, we will continue to level any obstacles to our preaching work. (Isa. 40:4) By way of reminder, please ensure that prior to engaging in the public ministry, publishers do not (1) obtain a permit or register with police or municipal officials, (2) physically go to any police station or government office, or (3) provide the police or municipal officials either in person, by fax, or mail any papers, forms, lists, or other documents.

Please do not meet with or call municipal officials or police departments in your territory should you discontinue courtesy telephone notifications. In the unlikely event that a publisher is stopped by the police while engaged in the door-to-door ministry and is directed to obtain a permit, to provide prior notification in person or by telephone to police or any other municipal official, or to respond to demands for any other information, the publisher should not get involved in a discussion of his legal rights in an attempt to resolve the matter. Rather, he should

promptly and politely leave the territory if directed to do so. (Rom. 12:18) The publisher should then inform the body of elders of any such incident. Thereafter, please immediately contact the Legal Department for further direction rather than trying to resolve the matter on your own. Further, should you encounter any other potential or actual obstacle to your public ministry, please contact the Legal Department for assistance.

Please file this letter with other organizational policy letters, and destroy the November 22, 2002, letter on the same subject.

Thank you for your diligent efforts, and we pray that Jehovah will continue to bless the spirit you show as the work of Kingdom preaching and disciple making moves ahead under the leadership of Christ Jesus.—2 Tim. 4:22; Matt. 28:19, 20.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

October 11, 2004

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Renting facilities for the Memorial

Dear Brothers:

The annual commemoration of Jesus' death is an important event in the lives of all true Christians. Jesus himself commanded: "Keep doing this in remembrance of me." (Luke 22:19) The increased attendance at the Memorial in recent years shows an exceptional potential for growth. For many new ones, this is the first time that they attend one of our meetings. For others who may be inactive, this is the one occasion that they attend a meeting. In view of the importance of this observance, we wish to provide the following reminders and direction.

Please continue to make convenient arrangements to observe the Memorial as outlined each year in the "Announcements" portion of the January issue of *Our Kingdom Ministry*. This will enable as many publishers and interested ones as possible to attend. Reports have indicated that some do not want to hold the Memorial outside of their Kingdom Hall at a suitable rental facility even if their meeting time is very late. The problem is magnified when daylight saving time is in effect. The congregations with early time slots report much overcrowding, and those with later time slots have had much lower attendance than expected. If there are more than two congregations sharing a Kingdom Hall, it may be best to consider renting a facility, if one is suitable, convenient, and available, so that the Memorial can be held earlier in the evening.

However, we do ask that you consider a caution in order not to expose the congregation and organization to excessive liability and adversely affect our ability to negotiate with facilities that we need for circuit and district events. Some facilities rented for the Memorial are either the same as or a part of a complex used for circuit and district events. To simplify and improve negotiations for all such events, we are providing the following direction.

If you desire to use a **commercial facility** for the Memorial but not a high school or grade school, *no contact with the facility management or visit to the site should be made*. This would apply even if the facility was used by a congregation in the past. The presiding overseer should call the Convention Office at 718-560-7400 by September 1 of the preceding year. When calling, he should be prepared to provide the name and location of the facility you wish to use, the congregations that will be involved, and the estimated attendances that are expected. You will be provided with further direction on how to proceed.

If you desire to use a **high school or grade school** for the Memorial, the presiding overseer or an elder designated by him should handle the negotiations with the school. He should negotiate the best contractual terms he can without entering into any final agreement. The contract should be prepared in the name of the congregation, such as "North Congregation of Jehovah's Witnesses, Albany, New York." ***Before signing any proposed contract with the school***, please fax the contract to the Legal Department at 845-306-0709 by September 1 of the preceding year. The Legal Department will review the proposed contract and provide further direction on how to proceed. If you have any questions about such agreements, you may call the Legal Department at 845-306-1000.

Once you are informed by the Convention Office that you have an approved contract for a commercial facility, or by the Legal Department that you have an approved contract for a high school or grade school, you may submit the form requesting a certificate of insurance if such is required in the contract. Please contact the Risk Management Desk of the Treasurer's Office at 718-560-5000 if you do not have the form.

Thank you for giving attention to these matters. We look forward to assisting you with your arrangements for this most important event of the year.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

cc: Facility contract representatives and assistants
Traveling overseers

PS to the elders:

Since circumstances have required this letter to be mailed after September 1, congregations who plan to rent a facility for the 2005 Memorial should contact the Legal Department or the Convention Office as directed above no later than December 1, 2004. Thereafter, for the following years congregations should use the September 1 date as instructed in this letter.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 1, 2004

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: DPA cards

Dear Brothers:

Enclosed is a manuscript entitled "Obeying God's Command to Abstain From Blood," a sample of the revised DPA card for your state, and *Instructions for Filling Out the DPA Card.* The presiding overseer should give this material to the secretary. The secretary should make copies of these documents for each Congregation Book Study overseer. In this way, book study overseers, as needed, can assist publishers in their groups to fill out the DPA card properly. Other elders may make copies of this material as desired. The secretary should give the original documents to the brother handling the part in the Service Meeting during the week of December 27, 2004.

We have also enclosed the answer sheet for the Service Meeting part entitled "Benefit From the Video *No Blood—Medicine Meets the Challenge.*" The presiding overseer should give this material to the brother assigned the part.

A consignment of DPA cards based on the state of your congregation and *Instructions for Filling Out the DPA Card* will be sent to your congregation. When you receive the shipment, the secretary should check to ensure that these two items were received. If either item is missing, he should immediately telephone the Shipping Department in Wallkill at (845) 744-6000 to request reshipment. If the congregation does not receive enough DPA cards or *Instructions for Filling Out the DPA Card,* an additional supply may be requested using the *Literature Request Form* (S-14). *Instructions for Filling Out the DPA Card* may also be photocopied.

If there are publishers in your congregation who live in a state different from the state of the congregation, a sufficient quantity of DPA cards for the state where the publishers live should be requested using the *Literature Request Form.* When the part is discussed, please use the DPA cards of the state where the majority of the publishers live.

The secretary should also ensure that a sufficient quantity of *Identity Cards* are available for unbaptized children of Witness parents. New publishers baptized during the course of the year should receive a DPA card to fill out. As a reminder, the new DPA card is valid indefinitely and need not be renewed annually.

All previous versions of the DPA form and the *Advance Directive Guide* should be removed from your stock and destroyed. Publishers should be directed to replace all copies of the previous DPA form with the new DPA card. As a reminder, publishers should make photocopies for their records, physicians, health-care agents, and so forth. They should carry on their person only the original DPA card, not a photocopy.

We take this opportunity to send you an expression of our warm love and best wishes.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 3, 2004

TO ALL BODIES OF ELDERS AND TRAVELING OVERSEERS

Re: Kingdom Hall dedications

Dear Brothers:

The tremendous increase in Kingdom publishers worldwide has resulted in a dramatic increase in the construction of new Kingdom Halls and the renovation of older ones. The purpose of this letter is to provide helpful direction to follow in making arrangements for Kingdom Hall dedication programs. The entire body of elders should carefully review this letter and then file it with other organizational policy letters in the congregation permanent file. A similar letter dated May 15, 2004, should be destroyed.

**Dedication speaker:** A Kingdom Hall dedication speaker may be requested from Bethel by addressing your request in writing to the Teaching Committee of the Governing Body. If the congregation has in mind inviting someone in particular, that may be stipulated in the request. If the brother you wish to invite is a Bethel speaker approved to give Kingdom Hall dedication talks and if he is available and in agreement, he will be assigned. Otherwise another Bethel speaker will be assigned. Travel expenses for the speaker (and for his wife if he is married and she is invited) are to be cared for by the congregation(s) involved. Some congregations may find it convenient to have the local circuit overseer or district overseer give the dedication talk if one of them is available for the date desired. Of course, the dedication program would have to be scheduled at a time that does not conflict with the brother's regular schedule for serving a congregation or a circuit. The traveling overseer's schedule is not to be adjusted in any way just to allow time for him to serve as dedication speaker. If a Bethel speaker is invited, there is no need to invite a traveling overseer or anyone else to participate in the dedication program. Only one dedication speaker is needed.

There may be times when a Bethel speaker assigned to serve as guest speaker at a special assembly day program would be able to give the Kingdom Hall dedication talk if the new Kingdom Hall is located in close proximity to the assembly site. In some cases, the special assembly day assignment is for just one assembly either on a Saturday or a Sunday, and so the Bethel speaker could be available to serve as dedication speaker on the other day of that weekend. Even if he has a special assembly day program on each of the two days, it still may be possible for him to give a Kingdom Hall dedication talk on one of the two evenings. The Kingdom Hall being dedicated would have to be close by and the congregation(s) would need to be in agreement with such arrangement.

**Program format:** Once the elders work out the details, the presiding overseer may correspond directly with the assigned Bethel speaker. Modesty should be reflected in the format of the dedication program. The following comments should prove to be helpful in this regard.

1) The dedication talk should be given in the Kingdom Hall being dedicated, not at another facility that may be rented in order to accommodate a larger audience.

2) Kingdom Hall dedication programs are usually held on either a Saturday or a Sunday. If held on Sunday, an abbreviated *Watchtower* Study similar to what is arranged during the visit of the circuit overseer should be included. An abbreviated *Watchtower* Study should also be included in a dedication program held on a Saturday if the Kingdom Hall is not available on Sunday for the regular congregation *Watchtower* Study.

3) Any slide or video presentation should be limited to perhaps fifteen minutes or so in length. It should include just a few of the main procedures in building the Kingdom Hall. The presentation should be dignified and the content in good taste, since the dedication program is an occasion for giving praise to Jehovah for his direction and blessing on the project, which serves for advancing his worship in the community.

4) When a Kingdom Hall or Kingdom Hall complex accommodates more than one congregation, all the congregations should work together and cooperate in making arrangements for the dedication program. When congregations are not all of the same language, the bodies of elders must agree as to which language will be used for the dedication talk and prayer.

5) The new or renovated Kingdom Hall is to be dedicated only once. If the dedication speaker is bilingual, he may be asked to give the dedication talk early in the day and then give that same talk (or a different appropriate service talk) in the other language at a program arranged later in the day or the next day. He would explain that the Kingdom Hall was dedicated at the earlier program.

6) There appears to be no need to have a program of more than two—or perhaps on occasion two and one half—hours in length. Generally, this would allow for a brief history of the congregation(s) involved, possibly including an interview of one or two long-time Witnesses who have had a share in the growth of the Kingdom work in the area. Some local experiences in connection with construction along with a slide or video presentation of appropriate length, showing certain key elements of the construction project could be included. Experiences as well as comments of those being interviewed should be to the point. All who participate on the program should be mindful that emphasis should be placed on Jehovah and the effect the project had on the community and the brothers, not on how the building was constructed.—Ps. 127:1.

7) When two or more Kingdom Halls in one building are being dedicated, only one dedication program is needed to cover all Kingdom Halls that are part of the one complex.

8) A tour of the new Kingdom Hall, or an open house as it is sometimes called, may be arranged before the dedication program. If felt appropriate, light snacks or refreshments but not alcoholic beverages may be served. Many brothers have found this to be a fine time to invite businessmen and officials of the community who may have become familiar with the building work and who may have expressed a desire to see the completed building. It is appropriate for an elder to be assigned to escort such businessmen and officials and make their tour and visit informative and pleasant. Similar arrangements may be made for other guests to be given a brief tour by one of the attendants when needed. These arrangements are generally scheduled for the morning or early afternoon, depending on the commencement of the dedication program.

9) Participants on the Kingdom Hall dedication program should be exemplary dedicated active Jehovah's Witnesses. Therefore, there is no provision for government officials or others to be invited or allowed to address the audience from the platform on any occasion, just as is the case at congregation meetings, circuit assemblies, special assembly days, district conventions, funerals, and so forth. (*om* 71, 73; *be* 282; *km* 3/97 7; *w*84 4/15 14, par. 14; 15, par. 18) If an official wishes to make a brief speech or offer expressions of appreciation at a dedication program, he may be received hospitably and given audience by a few responsible brothers in a separate room before or after the program.

10) The dedication talk should be about 45 minutes to one hour in length. Most Bethel speakers and traveling overseers will have a service talk prepared for this type of occasion. However, in the event that the selected speaker does not have a service talk prepared, he should prepare one that clearly explains the use of Kingdom Halls for Jehovah's worship. Topics such as the following could be developed: What it means to dedicate a Kingdom Hall, How Kingdom Halls are used by Jehovah, or How we show appreciation for the Kingdom Hall. Many other appropriate topics may be found in the *Watch Tower Publications Index* or *Watchtower Library* under "Kingdom Halls."

**Renovated Kingdom Halls:** Questions have been raised as to whether renovated Kingdom Halls should be dedicated. If only minor changes or renovation is involved, there is no need for a dedication program. There is no such thing as a rededication or reaffirmation, however, there may be circumstances where major renovations have taken place and the floor plan and general appearance of the Kingdom Hall have been greatly changed. Considerable restructuring may have taken place. Rest rooms, classrooms, the stage, and literature and magazine counters were perhaps changed or relocated. Such major changes have, in effect, made a new Kingdom Hall. In such cases a dedication program would be in order.

**Seating:** Congregations may need to limit the number invited to the dedication program so that the Kingdom Hall is not filled beyond its reasonable capacity. However, do not be so restrictive in this regard that the facility will not be filled to capacity for the dedication program. If more than one congregation is involved, it may be necessary to limit attendance to the elders, ministerial servants, regular pioneers, and their families, along with those who have been baptized for a certain number of years, perhaps 10 or 20 years or more. Some congregations also invite those who contributed much time, effort, or materials toward the construction work. Occasionally, local city officials permit the congregation(s) to set up loud speakers in the Kingdom Hall parking area so that overflow seating can be arranged. However, there is no need for a telephone or video tie line to another location simply to provide seating for a larger audience.

There is no doubt that continued growth will be experienced in Jehovah's organization, and that will result in a need for more Kingdom Halls. We trust that the information set out above will prove to be helpful to you in making decisions in connection with Kingdom Hall dedication programs. May all things take place decently and by arrangement so that Jehovah's name will continue to be respected and praised in your territory.—1 Cor. 10:31; 14:40.

Please be assured of our warm Christian love and best wishes.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

WATCHTOWER
Bible and Tract Society of New York, Inc.
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-5000 Fax: (718) 560-7119

December 1, 2004

# KEY FACTS ABOUT THE KINGDOM HALL ASSISTANCE ARRANGEMENT

(Replaces letter dated September 1, 1998, which should be discarded)

## WHAT IS THE KINGDOM HALL ASSISTANCE ARRANGEMENT?

The Kingdom Hall Assistance Arrangement (KHAA) is a means by which congregations can pool their resources to protect against losses for which they would otherwise have to buy insurance. Contributions designated for the KHAA are used to pay for property damage to Kingdom Halls and liability claims against congregations and their authorized representatives during the course and within the scope of their assigned duties. The KHAA may also help defray expenses incurred by those injured in accidents at Kingdom Halls. The KHAA does not pay for wear-and-tear, deterioration of property, or other maintenance needs.

***This is not a commercial insurance program.*** The Treasurer's Office administers the KHAA fund, which is held by the Watch Tower Bible and Tract Society of Pennsylvania and into which KHAA contributions from congregations are deposited. This fund is used to make virtually all applicable payments. The fund is also used to purchase commercial "excess" insurance to protect the branch corporations and the congregations from large claims or catastrophic property losses.

There is much that can be done locally in support of the KHAA when a loss occurs. A fine spirit is shown by those who give loving aid to accident victims and provide volunteer labor for property repairs. Generally, family heads provide for their family's health needs. (*w*97 8/15 19, 22) However, under proper circumstances, assistance may be rendered through the KHAA when needed.

## HOW DO CONGREGATIONS PARTICIPATE IN THE KHAA?

**Contributions:** Each year you will receive a letter suggesting a contribution amount based upon the needs of all those supported by the KHAA.

**Construction:** The KHAA can help you to obtain performance bonds required by local authorities or certificates of insurance when renting equipment up to $200,000 in value. Requests must be made in writing through the Risk Management Desk in the Treasurer's Office. Please contact them well in advance of when such items are needed to avoid project delays.

**Certificates of insurance** may also be needed when renting facilities for congregation meetings, such as for the Memorial. As mentioned above, all such requests should be made well in advance to ensure that your needs are cared for in a timely manner.

**Newly purchased properties:** For a newly purchased building that will be renovated for use as a Kingdom Hall, please complete a *Property Description Form* (T-50) to list the property with the KHAA. There is no need to send in this form if the lot is vacant or has an empty structure that will be demolished. All properties held in preparation for Kingdom Hall construction should be kept free of hazards and secured against trespassers.

**Apartments:** Modest apartments on Kingdom Hall property, used by traveling overseers or special pioneers, can be included by request in the KHAA. Personal property of the occupants is not protected by the KHAA.

## WHAT CAN CONGREGATIONS DO TO KEEP KHAA COSTS DOWN?

**Safe work practices** during maintenance and construction activities are essential to protect volunteer workers. Only those who have adequate training and who are qualified for and understand the task at hand should be used. Extra caution is needed when working on ladders, in ceilings, or on roofs.

**Thoughtful consideration** for older ones is vital. We should be quick to offer a supporting hand as they move about. All pedestrian traffic areas both inside and outside the Kingdom Hall should be kept free of hazards that might cause someone to lose their footing and fall.

**Preventive maintenance** is another key to preventing accidents. Each September, arrangements should be made to conduct a physical inspection of the Kingdom Hall and property. Follow the instructions on the *Safety Inspection Work Sheet* (T-34). This detailed inspection helps to ensure that everything is in good condition and that there are no safety hazards. Any areas of concern should be corrected promptly.

More is required to prevent problems than filling out a checklist once each year. Elders should take the lead in spotting and correcting potential problems and safety hazards. It is your fine attitude toward safety and maintaining of properties in good repair that enables us to operate the KHAA at a cost much lower than is possible through commercial insurance.

When property damage occurs, quick action can go far in preventing further damage. Leaks must be repaired promptly and all excess moisture removed immediately. The use of Regional Building Committees and volunteer labor can save valuable contributed funds. Careful shopping for high-quality materials will prove economical in the long run.

## HOW TO RESPOND TO ACCIDENTS RESULTING IN BODILY INJURY

1. **Please ensure that the injured party receives appropriate medical attention as soon as possible.** In most cases of serious injury, it is best for an ambulance to transport the injured to a medical facility.
2. **Appoint an experienced elder to handle accident-related follow-through**. The elder should review the information in this letter along with the instructions found on the *Accident Report* (T-5). He should keep in close touch with the injured person to see if any help may be needed. Please keep the Risk Management Desk informed of any significant changes in the person's situation.
3. An *Accident Report* (T-5) should be completed within one week for all accidents that require significant first aid. Please stick closely to the questions provided in the form. **Please do not discuss with anyone other issues such as who may have been at fault or what caused the accident.** Do not refer to any legal action.
4. If the injury is serious enough to require **professional medical treatment**, please call the Risk Management Desk at (718) 560-5000 **within 24 hours** to report the accident. This should be done even if the individual has personal insurance and does not plan to submit any bills to the congregation or a circuit. If complications arise later and matters were not promptly reported, our ability to render assistance may be jeopardized.
5. If you receive any correspondence related to the accident, if financial help is needed, or if there are questions about medical bills or other costs, please promptly contact the Risk Management Desk for assistance.

6. Telephone the Risk Management Desk **immediately** if there is any mention of legal action or correspondence comes from an attorney as a result of an accident. If you receive a phone call from someone claiming to represent the injured person, do not discuss the matter with them. Take down their contact information and explain that your representative will respond; then immediately call the Risk Management Desk.

## HOW TO RESPOND TO INCIDENTS INVOLVING PROPERTY DAMAGE

1. Appoint a qualified elder to take the lead in managing the situation.

2. Protect the property from further damage, loss, or break-in.

3. Promptly report break-ins, thefts, and vandalism to the police. Then telephone the Risk Management Desk for further assistance.

4. In case of major damage, please notify the Regional Building Committee. Then telephone the Risk Management Desk for further assistance.

5. For minor losses that can be easily repaired without assistance from the Regional Building Committee, please send bills or written estimates for all repairs along with the completed *Property Loss Report* (T-55) to the Risk Management Desk. If you cannot do this within 30 days, please contact the Risk Management Desk.

We thank you for your careful review of the foregoing information. We are confident that all will continue to make a diligent effort to apply the suggestions set forth so that accidents, property losses, and their associated costs will be kept to a minimum. May Jehovah bless our united efforts in promoting Kingdom interests.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

cc: Assembly Hall Committees
Regional Building Committees
Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 7, 2004

TO ALL BODIES OF ELDERS

Re: Release of *Organized to Do Jehovah's Will*

Dear Brothers:

We are providing you with **confidential** details concerning the special release of the book *Organized to Do Jehovah's Will.* This book replaces *Organized to Accomplish Our Ministry.* It will be made available to the congregations on Sunday, March 20, 2005. Please take note of the following instructions.

**How will your congregation receive a supply of the book?** Congregations will receive a consignment of *Organized to Do Jehovah's Will.* There will therefore be no need to request a supply from the branch office. The literature cartons will be marked *"od,"* and the amount consigned to each congregation will be indicated on the shipping packing list. When the literature cartons are received, the service overseer should arrange for them to be stored in a secure location. The cartons should be left unopened until the time of the release. If your congregation is part of a Kingdom Hall Literature Group, the literature coordinator will care for this responsibility. He will also work closely with the service overseers to make sure that the congregations receive their supply of books. In addition to informing the literature coordinator, please be sure that literature servants and their assistants who may check in literature are informed of these instructions so that cartons marked *"od"* are not opened prematurely.

The consignment is provided to address the immediate needs of the congregation. Additional quantities can be requested after March 20, 2005, by using the *Literature Request Form* (S-14).

**How will the book be released, and who is to receive a copy?** At the conclusion of the *Watchtower* Study on Sunday, March 20, 2005, the presiding overseer or another elder will read the attached announcement. Once the meeting has concluded with song and prayer, the literature servant and his assistant will open the literature cartons and distribute one copy of the book to each publisher, baptized and unbaptized. The Theocratic Ministry School overseer will obtain a copy for the congregation library.

**What about foreign-language congregations or groups?** In addition to English and Spanish, it is anticipated that books will be consigned to congregations in the following languages: Amharic, Arabic, Chinese, East Armenian, French, Greek, Hindi, Illoko, Indonesian, Italian, Japanese, Korean, Polish, Portuguese, Romanian, Russian, Samoan, Tagalog, and Thai. American Sign Language congregations will receive a consignment of English books. You are to make the announcement to the congregation even if the supply of foreign-language books does not arrive by March 20. Mention, too, that the foreign-language books will be distributed to the publishers as soon as the consigned stock is received from the branch office. Any publisher who desires an English copy can request such from the literature department. Nevertheless, if the book is not yet available in the language of the congregation, the branch office will send one English copy for use by the body of elders.

The book is also expected to be available in the following languages: Albanian, Bulgarian, Chinese Simplified, Croatian, Dutch, Estonian, German, Hungarian, Macedonian, Papiamento (Aruba), Papiamento (Curaçao), Serbian, Swahili, Turkish, and Ukrainian. After the announcement is made, congregations sponsoring foreign-language groups may request a supply of the book in the language needed by using the S-14 form. The requested supply will be sent as soon as it becomes available.

**Additional instructions:** This letter should not be circulated among the elders. Instead, the presiding overseer should see to it that this letter is read to the body of elders at a meeting prior to Sunday, March 20. However, release of the book is **confidential** and should not be discussed with publishers until after the announcement has been made in the local congregation. The Congregation Service Committee should meet early in March to review the letter and to finalize the arrangements. The presiding overseer should give this letter and the accompanying announcement to whoever is assigned to read it.

Please accept an expression of our warm Christian love and greetings. Be assured of our prayers in your behalf as you zealously and unselfishly take the lead in the ministry.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

PS to the presiding overseer or other elder assigned to read the announcement on page 3 of this letter:

Read the announcement at the conclusion of the *Watchtower* Study on Sunday, March 20, 2005. At the circuit assembly for the weekend of March 19 and 20, the district overseer will read the announcement immediately following the concluding talk on Sunday. He will also mention that publishers may obtain a copy at the next congregation meeting held in the Kingdom Hall. If the circuit overseer is visiting a congregation and the final talk is given on March 20, he will read the announcement at the conclusion of his final talk. Congregations who do not have the Public Meeting on Sunday or who are scheduled to attend a special assembly day on Saturday should release the publication the following week at the Service Meeting. If a congregation is assigned to attend a special assembly day on Sunday, March 20, the circuit overseer will make sure that the announcement is read at the conclusion of the program. Mention is to be made that the book will be available to the publishers at the next congregation meeting in the Kingdom Hall.

After reading the announcement, instruct the publishers to withhold speaking about the release of the book with those who will attend a congregation meeting later in the day. Everyone should have opportunity to hear about the release of *Organized to Do Jehovah's Will* in the announcement made at their congregation meeting.

# Obeying God's Command to Abstain From Blood

**[Manuscript for Service Meeting part for the week of December 27, 2004]**

In recent years, increased attention has been given to the importance of providing an advance written statement of an individual's medical choices and wishes. Many courts have recognized that patients have the legal right to determine, over the objections of medical and legal personnel, what medical intervention they will allow.

As explained in the December 2004 issue of *Our Kingdom Ministry*, the branch office has provided a new DPA card based on the statutory requirements for each state. The new document combines the essential elements of the durable power of attorney form (DPA) and the *Advance Medical Directive/Release* (AMD) card into a single legal document. You will need to fill out the DPA card for your state of residence only. The DPA card is valid indefinitely anywhere in the United States and will serve as a statement of your wishes when you travel internationally. The secretary should provide a DPA card to all newly baptized publishers during the year.

It has been observed that the vast majority of publishers have routinely filled out the AMD card and carried it with them. However, estimates are that a substantially smaller percentage of brothers have executed a DPA. With the elements of both documents combined into one, all publishers should now see the need to execute the new DPA card for added legal protection. The previous AMD card expressed our wish to avoid blood transfusions, but provided less information as to what alternative medical treatment we would accept. This new document also allows the option of initialing your choices of alternative medical treatments and procedures and specifying your other health-care instructions.

We will now review parts of the new DPA card. Please take out your copy of this document. **[Note to speaker: If your congregation has publishers from two or more states, use the DPA card where the majority of the publishers reside. Oregon speakers should refer to the note at the end of page 3.]**

At **point 1**, *clearly* print or type your full name on the blank line.

**Point 2** is an affirmation that, as one of Jehovah's Witnesses, your instructions are (1) you refuse a transfusion of whole blood and its primary components (red cells, white cells, platelets, or plasma) under any circumstances and (2) you refuse to predonate (in the medical field the procedure is called PAD, which stands for Predeposited Autologous Donation) your blood for later use in treating you or someone else. This statement should help medical personnel to see that the primary reason that you refuse a blood transfusion is religious and not because the use of blood is fraught with risks or that blood transfusion is "bad medicine." Therefore, in discussion with medical personnel, it is important to emphasize that your principal motivation is that you wish to obey Jehovah's injunction to 'abstain from blood.'—Acts 15:29.

**Point 3** addresses the use of minor fractions of blood in your treatment. To assist you to make your personal decisions, please read and prayerfully consider the Biblical principles discussed in the June 15, 2004, issue of *The Watchtower*, pages 22-4, and 29-31. Although whether or not you will accept a minor blood fraction is a matter for you to determine according to your conscience, it is, nonetheless, important, since your relationship with Jehovah is involved. **[Note to speaker: Please read Romans 14:12 and Galatians 6:5. Emphasize that each person will render an account to Jehovah for his actions in line with the dictates of his Bible-trained conscience.]** Hence, it is essential that we are guided by a properly trained conscience and not simply according to what others may choose to accept.

After the matter of fractions has been prayerfully considered, initial on your DPA card any of the following that apply:

(a) *I refuse all.* This means you refuse all minor fractions of blood.

(b) *I refuse all except:* . . . If you choose this option, clearly print or type which minor blood fractions you will accept. You may wish to consult the January 8, 2000, issue of *Awake!* for information on these products. **[Note to speaker: It will not be necessary for you to list the specific minor blood fractions referred to in the article.]**

(c) *I may be willing to accept some minor blood fractions, but the details will have to be discussed with me if I am conscious, or with my health-care agent* in case of my incapacity.* If you do not desire to authorize your health-care agent* to fulfill this responsibility, strike out the phrase "or with my health-care agent* in case of my incapacity" and initial.

See Adjustment 1

**Point 4** addresses medical procedures involving the use of your own blood that may temporarily leave your body. To assist you to make your personal decisions, please read and prayerfully consider the Biblical principles discussed in the October 15, 2000, issue of *The Watchtower*, pages 30-1. Then, following the guidance of your Bible-trained conscience, initial on your DPA card any of the following that apply:

(a) *I refuse all.* This means you refuse all procedures involving the use of your own blood, except for diagnostic procedures, such as blood samples for testing.

(b) *I refuse all except:* . . . If you choose this option, clearly print or type which medical procedures involving the use of your own blood that may temporarily leave your body you will accept. You may wish to consult the January 8, 2000, issue of *Awake!* for information on these procedures. **[Note to speaker: It will not be necessary for you to list the specific medical procedures referred to in the article.]**

(c) *I may be willing to accept some medical procedures, but the details will have to be discussed with me if I am conscious, or with my health-care agent* in case of my incapacity.* If you do not desire to authorize your health-care agent* to fulfill this responsibility, strike out the phrase "or with my health-care agent* in case of my incapacity" and initial.

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***Note to speaker**: In some states, the person appointed may be called an "attorney-in-fact," "patient advocate," "proxy," "representative," or "surrogate." Thus, use the appropriate name as shown on your state's DPA card.

8. **Once I have filled out a DPA card, will it ever be necessary to fill out a new one?**
   Answer: If you need to make any changes to your DPA card, such as changing your wishes, health-care agents*, addresses, telephone numbers, and so forth, or if your DPA card has been lost or destroyed, it will be necessary to fill out a new DPA card. Even if the changes are minor, you should replace all previous copies with a new card.
9. **If I live in one state but work or am hospitalized in another, which state DPA card should I execute?**
   Answer: The document for your state of residence. As stated, a properly executed document is valid indefinitely anywhere in the United States.
10. **May family members legally override my DPA card?**
    Answer: No. The disagreement of a family member with your health-care instructions has no legal relevance.

**Conclusion**: Through his "faithful steward" class, Jehovah gives us what we need so that we can obey his injunction to abstain from a God-dishonoring blood transfusion. It is the course of wisdom to carefully and prayerfully consider these matters in advance and make use of the loving provisions made available by the organization.—Luke 12:42; Proverbs 22:3; Isaiah 48:17; Acts 15:28, 29.

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*See footnote on page 2.

[redacted] CIRCUIT [redacted]

[redacted]

[redacted] 2004

To All Bodies Of Elders In Circuit [redacted]

Dear Brothers:

There are a few congregations in this circuit that are thinking about renovating their kingdom Halls and there was one that recently took on the challenge of doing this and it turned out very well.

The reason I am writing you, is because many of you brothers have assisted many congregations outside of this circuit and have given of your time and energy to do so, but rarely do we get a chance to support those right around us, but whenever the opportunity presents itself, try to make yourselves available to support the congregations that are building or renovating in anyway that you can.

Woodmere congregation has basically just finished their project with only a few minor things needing to be completed, but I wanted to let you know they received good support from people of the world and encouraging comments as well.

Many of you know that their parking lot was very small and they had very little space for parking and the materials for the remodeling. The Tire business next door to the kingdom hall told the brothers that they could use their building and parking lot as long as they like, to store materials, park their cars or whatever they need it for, free of charge.
The Bar down the street had a large parking lot and they too allowed the brothers to use their parking lot for parking cars without charge as well.

You brothers in this circuit are known for your generosity and your hospitality and it could be we are not recognizing when the opportunities present themselves as to how we can be of assistance in times like this. Brothers are there some things we can do to be more supportive of our brothers when they are building or renovating?

A good time to assist are times when congregations need to move in with other congregations while their hall is being worked on. Some times it might make it a little inconvenient for you but appreciate this being a nice opportunity to help. In the past, what many congregations have done, was allow the congregation that is building and who will be carrying a large mortgage soon to only be responsible for expenses over the congregations normal expenses while staying with the host congregation. Other host congregations have allowed the building congregation to stay with out charge and view this as a way of supporting and this of course depending on your own financial situation. Please read 2 Cor. 8: 8-15

There will be some more renovations in our circuit and this was just to encourage all to look for ways in which we can help out in anyway that we can.

Your Brother

[redacted]

P.S. Presiding Overseer's please share this with all elders.

[ There are no BOE Letters in the collection for 2005 ]

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

January 3, 2006

TO ALL CONGREGATIONS

Re: Hospital Liaison Committees

Dear Brothers:

Jehovah has richly blessed the efforts of his people to help the medical and legal communities understand the religious position that we take on blood transfusions. As a result, it is now much easier to receive respectful, competent medical treatment. This has greatly relieved the anxieties that often accompany our endeavors to maintain Christian integrity and 'abstain from blood.' (Acts 15:28, 29) The work of the elders serving on the Hospital Liaison Committees (HLCs) has played a vital role in this effort. These elders have made presentations regarding our position to tens of thousands of doctors, leaving them numerous items of printed information on nonblood alternatives, including videocassettes and the DVD entitled *Transfusion Alternatives —Documentary Series.*

Hospital Information Services (HIS) and HLC representatives have attended large medical conferences in many parts of the world where doctors have appreciatively accepted material helpful in treating their patients without using blood transfusions. Now, hospitals and doctors regularly contact HIS and the HLCs, seeking assistance in providing medical articles that will assist doctors to develop appropriate treatment options for Jehovah's Witnesses.

There are over 1,000 elders serving on the 124 HLCs under the direction of the United States branch office. Worldwide, there are over 9,000 elders serving on more than 1,535 committees. This arrangement, developed by the Governing Body 18 years ago, continues to be a valuable resource for Jehovah's Witnesses. How can you benefit from this arrangement?

Annually, all elders receive an updated listing of their local HLC with appropriate instructions. The elders in your congregation keep this material readily available and are pleased to put you in touch with the local HLC when you require their help. Members of your local HLC have developed a close working relationship with physicians in your area who are experienced in using practical and medically safe alternatives to blood transfusion. It is wise to seek HLC assistance, especially in the following situations.

**Pregnant sisters:** Complications can arise throughout pregnancy. Identifying an experienced, cooperative doctor and medical facility in handling situations involving hemorrhage or other blood-related situations can save valuable time, often safeguarding the health and life of the sister and her child.

**Children:** When a life-threatening emergency occurs, the legal reality is that physicians can treat minors with what they consider standard practice—which may include blood—without parental consent. Therefore, the degree of cooperation and the experience of the attending physician is crucial. Parents need to consider their best option, which, with the help of the HLC, may mean locating an experienced physician in another city. In many states, there is a legal provision

in which the court can determine a capable teen to be a "mature minor," hence competent to make medical decisions. In these cases, the HLC together with HIS and the Legal Department may be in a position to assist.

**Serious surgery or trauma:** Situations where blood transfusions are commonly administered can present serious challenges for a Christian. By contacting the HLC, you can be put in contact with an increasing number of doctors who are able to provide nonblood treatment options with excellent outcomes. In the case of surgery, contacting the HLC is advisable before selecting the surgeon.

Medical care can be very expensive. A good health insurance policy may allow treatment that might not otherwise be available. Doctors and hospitals rightly expect compensation for services rendered, and pharmaceuticals are often expensive. Appropriate planning may help avoid serious financial problems.

Wisely carry your durable power of attorney (DPA) card and have it included in your medical records. Talk to your doctor, the surgeon, and the anesthesiologist assigned to your case well before the scheduled operation. Any necessary surgery involves a team, all members of which need to understand your health-care instructions.

When necessary, to ensure that their wishes are honored, some publishers wisely appoint non-family members who are Jehovah's Witnesses as their health-care agents. When you choose to do this, it would be prudent and a kindness to advise your non-Witness family of your decision. Thus, if you are hospitalized and unconscious, your family members will not be surprised when a non-family member speaks for you regarding health-care matters. In some recent situations when Witness patients neglected to have such a dialogue with non-Witness family members prior to their hospital stay, court intervention was sought to overturn a duly executed DPA card.

When you advise the elders in your congregation that you will be admitted to a hospital, they are in a position to render assistance. Furthermore, elders serving on the Patient Visitation Group (PVG) visit many hospitals to ensure that all Witness patients receive support and spiritual assistance. This arrangement, however, does not replace the care that your local congregation elders will provide if they know you are in the hospital. Due to patient-privacy regulations, hospitals are legally required to control access to patient information. During your admission, you may specifically state and have them note that you welcome a visit from a minister of Jehovah's Witnesses.

As needed, have someone accompany you who can assist in filling out the necessary documents stating your desire to be treated without blood. If you encounter difficulty, seek the assistance of the elders. Hospital forms should be read very carefully. Before signing, be sure they are in harmony with your health-care directives. You have the right to modify the documents as necessary, initialing each adjustment you make.

Reviewing these helpful suggestions should serve to lessen your anxiety should a serious medical situation arise, perhaps unexpectedly. It also demonstrates your sincere desire to please Jehovah in all matters. In this connection, please note the answers to the following frequently asked questions.

**1. How do I contact the HLC?** Every year all elders receive an updated list of the HLC caring for your area with appropriate contact information. They have been requested to keep this list available at all times and will be happy to put you in contact with the HLC without delay. This listing and accompanying instructions enable your elders to provide assistance in harmony with your needs.

**2. If at present I do not have a primary care doctor, how do I locate one?** Check with fellow Witnesses in your local area. Directories are also published, both on the Internet and in print, that list doctors according to specialty and often provide descriptions of services available. HLCs specialize in locating doctors to provide treatment where blood transfusion becomes an issue.

**3. May the HLC speak directly with my doctor?** Depending upon the circumstances, this may be needed. The HLC can be a valuable resource to both the patient and the doctor. HLC brothers will often be at the hospital when an emergency develops, and *with your permission* they may discuss your case with the doctor. In some very serious cases, the HLC has been helpful in offering appropriate suggestions when surgery is being planned. Often there is a close working relationship between doctors and members of the HLC. They are also in a position to arrange a consultation with other cooperative doctors who are willing to share their experience. The HLC is in a position to explain our religious position on blood, but they cannot make healthcare decisions for you.

**4. If I already have a doctor that I am comfortable with and feel confident in his ability to treat according to my wishes, is it necessary to contact the HLC before treatment?** No. However, it is good to remember that even though a doctor says he is willing to treat you without using blood transfusions, what you really want is a doctor who is experienced in using the many nonblood medical alternatives and strategies, if problems develop. A doctor who simply agrees to treat you without using blood is only complying with the legal principle of patient autonomy.

**5. When difficult surgical procedures are planned, how can the HLC be of assistance?** They maintain contact with doctors who have become experienced with treating Jehovah's Witnesses without blood transfusions. They are able to facilitate contact with doctors in other nearby cities who specialize in a particular procedure. Additionally, they have the resources of HIS to draw upon when necessary.

**6. Why is it important to speak to your anesthesiologist (in addition to your doctor) about surgical treatment options?** Although you may know and have met with the surgeon, anesthesiologists generally rotate, and it becomes difficult to determine which one will be assisting during the operation. Surgery is a team effort, and all members of the team need to understand your position on blood, on any pharmaceuticals containing minor blood fractions, and on medical procedures involving the use of your own blood. It is unfair to the medical team when you fail to communicate your wishes well in advance of the surgery. Special arrangements may be necessary where blood loss may be an issue.—*km* 11/90 p. 4 pars. 15-16.

**7. If difficulties in connection with a pregnancy are expected, why is it wise to contact the HLC?** HLCs carefully search for obstetrical/gynecological doctors who have experience

in managing difficult cases, such as high-risk pregnancies that can result in serious complications for both mother and child. Special treatment protocols and strategies have been formulated and provided to the HLC for the doctor's use. Knowing of and using these strategies have improved outcomes. Early selection of a highly qualified doctor is vital. Significant progress has been made in caring for mothers as well as newborns, especially premature infants. Nevertheless, much depends on the experience of the doctor and hospital.

**8. Can any doctor or hospital give complete assurance that blood or blood fractions will not be used in treatment of a minor?** The legal reality is that the law requires blood transfusions to be given, if in the medical judgment of the physician, no other modality or medical procedure exists to conserve the life of the child. This can be accomplished by using "emergency privilege" or a court order. However, there are a growing number of hospitals and doctors known to the HLC who will attempt to care for minors without resorting to blood. Treating the pediatric population without blood presents many challenges for the medical profession, but this field has seen significant progress in alternatives to blood transfusion in recent years. While Witness parents do not consent to blood transfusions for their children, they do seek the best medical attention available, seeking the cooperation of the doctors they select. With the assistance of the HLC and the Legal Department, court orders can often be avoided.—*km* 9/92 p. 3 par. 5.

**9. Under what circumstances may a teenager be declared a "mature minor"?** When circumstances justify it, in many states a court may determine that the religious convictions, moral values, and mental competence allow a teenager to be viewed as an adult, a "mature minor," hence able to make decisions about his medical treatment. Wisely, Christian youths seek such spiritual stature early in life.—*w*91 6/15 pp. 16-17 pars. 15-18; *w*02 4/1 p. 27.

**10. Could my financial circumstances or health insurance plan restrict treatment options?** In many countries, the cost of medical treatment and pharmaceuticals has increased greatly in the past few years. Although improved treatment options are now available, they are often at significant cost. In some cases, this has placed certain transfusion alternatives out of reach, unless there is adequate insurance or financial backing. Federal- or state-funded programs may be offered but with restrictions on where procedures may be performed due to cost constraints. When choosing a health insurance program, review and select it carefully. For example: Will your policy allow you to go "out of the network," when necessary, in order to receive the services of physicians who are experienced in nonblood medical management?

Each family should plan ahead to the extent possible as to how they are going to care for their health-care needs. While it is not possible to cover every eventuality, good planning is essential. Since costs are only going to increase and suppliers of medical care expect to be paid promptly, it is reasonable to expect that each family will have reasonable plans in place to care for chronic ailments, as well as emergency situations.

**11. What is the relationship between the HLC, PVG, and HIS?** HIS coordinates the activities of the HLCs, while HLCs, in turn, coordinate the activities of the PVGs. Appropriate materials are supplied for HLC use for meeting with doctors. HLCs have 24-hour access to consult with HIS when suggestions are needed in caring for a particular case. From time to time,

seminars are held, providing training on various aspects of their work. Careful selection of these elders for this special assignment provides a ready source of help in a time of need.

**12. What are "out of the network" provisions?** Many health-care plans have contracted with certain doctors and hospitals that have agreed to work with them at predetermined fees. Depending on the plan purchased, a patient may have the option of seeing a doctor outside their plan, when necessary. However this may involve a co-payment.

**13. What is the responsibility of the PVGs, and will I always receive a visit when I am hospitalized?** Patient Visitation Groups have been organized in many cities where there is the likelihood of Witness patients being in the hospital without elder support. When the PVG finds a patient that needs assistance and support from a local congregation, they facilitate contact with the elders in the patient's congregation. PVG activities do not replace the local congregation's responsibility to visit and care for the needs of those in the hospital. (It is important to identify yourself as a Witness upon admittance, letting the records show that you would like to receive a visit from Witness elders. This allows visitation access by the PVG, as well as by your local elders.—*km* 10/04 p. 7.)

**14. May the HLC be called on behalf of non-Witness relatives?** The Governing Body has arranged for HLCs to serve the interests of Jehovah's Witnesses and their minor children in all congregations worldwide. This includes those approved to be unbaptized publishers. It is not possible to extend their activities beyond this. Care needs to be exercised on our part that we do not impose our conscience upon others.

**15. When traveling and an emergency develops, how can I contact the HLC?** Each elder has contact information for the HLC locally, and the HLC, in turn, has contact information for the entire country. Hence, a call to one of your local elders will provide the needed information anywhere in the country. In the case of foreign travel, a call to the branch office will provide the contact information required. Please remember that while DPA cards are valid in any state in the United States, they may not be legally enforceable in some other countries. Nevertheless, they do state your wishes for medical treatment and should accompany you.

**16. Are Bloodless Medicine and Surgery Programs (BMSPs) sponsored by the HLC or the branch office?** No. Some hospitals have requested the assistance of the HLC to determine how best to treat Jehovah's Witnesses. Many excellent services have been provided as a result of hospitals organizing their staff to care for a growing population of patients requesting treatment without blood transfusions. The HLC activity is completely separate from the operation of any hospital program. The branch office, HIS, or the HLCs do not endorse health-care providers or any business organization.

Jehovah continues to show his loving concern for our welfare through his organization, and we continue to seek his blessing as we uphold his perfect law regarding blood. (Ps. 19:7) We send an expression of Christian love and greetings.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

PS to the body of elders:

This letter should be read to the congregation by one of the elders in a clear, articulate manner during the Service Meeting part scheduled for the week beginning January 30, 2006. All elders should be provided with a copy of this material. This letter replaces the January 3, 1995, letters to the congregation and to the body of elders, which should be removed from the congregation's permanent file of policy letters and destroyed. After the aforementioned Service Meeting part, this letter should be retained in the congregation file.

As mentioned in the letter, each year the body of elders receives an updated HLC listing and an accompanying letter providing additional instructions for contacting the HLC. As these items are received, the material from the previous year should be discarded and the new material retained in the congregation file.

Thank you for your diligence in following these instructions and in assisting our brothers as they endeavor to abstain from blood.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

January 7, 2006

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: Disaster relief and displaced individuals

Dear Brothers:

This is to provide an update on the relief situation and further assistance needed to care for individuals displaced by the recent natural disasters in the southeastern United States. As Hurricanes Katrina, Rita, and Wilma devastated New Orleans, the Gulf Coast region, and south Florida, many of our brothers and sisters had to flee their homes to safer locations. Our thoughts and prayers continue to be with all who have had to endure such a stressful and difficult situation. It is truly a time to rely heavily on Jehovah for strength and to trust that he will continue to care for our daily needs. (Matt. 6:11, 33; Phil. 4:13) In addition, we have the opportunity to demonstrate the genuineness of our Christian love by assisting our brothers and sisters who are in need.

Many of you are exerting yourselves vigorously to care for the spiritual and material needs of our brothers. For the first time in the history of the United States branch, four relief committees are operating simultaneously in the following locations: Fort Lauderdale, Florida; Baton Rouge, Louisiana; Long Beach, Mississippi; and Houston, Texas. Thus far, 22 main organizational hubs have been established to receive supplies and organize volunteer workers. To date, a total of 6,303 homes have been assessed, and repairs have been made on more than 1,000 of them. At present, 97 Kingdom Halls are in need of repair. Currently there are 3,300 volunteers in the field, with the goal of having 10,000 volunteers in the coming weeks.

The households of our brothers and sisters displaced by the hurricanes include approximately 27,000 individuals, 6,000 of whom were residents of New Orleans. One of our principal goals has been to resettle these families. How encouraging it is to see hundreds of these displaced brothers and sisters working closely with the relief committees and sharing in helping others! When we take care of deserving ones to the extent that our circumstances allow, both the giver and the receiver benefit. (Acts 20:35) Many have already traveled or will yet travel hundreds of miles to the disaster areas to help. We take this opportunity to thank the many volunteers who are demonstrating such a self-sacrificing spirit.

Congregation elders and relief workers are continuing to assist disaster victims with obtaining government and insurance assistance where available. While this process can be overwhelming, resources are often available to help those who qualify. In order for all things to take place "decently and by arrangement," it is necessary to locate all the brothers and sisters who were displaced by the storms. (1 Cor. 14:40) Therefore, we are asking all those who had to flee the disaster area to immediately approach the elders in the congregation where they are currently attending. They should give the elders their current address and telephone number where they can be reached. The elders will then promptly convey this information to the relief committee in Houston, Texas.

Many have offered their homes to those who are displaced and have provided assistance until a more permanent arrangement can be secured. (Mark 10:29, 30) It warms our hearts to see such expressions of love in this time of distress. May Jehovah continue to bless the fine efforts that all the volunteers have put forth to care for the needs of our displaced brothers and sisters. Please support those who are directly involved in assisting with the relief efforts, as they too are in need of encouragement. Such efforts are an integral part of true Christianity. During this critical time in human history, how appropriate the words of our 2005 yeartext have been:

"My help is from Jehovah." (Ps. 121:2) We pray that Jehovah will continue to bless the whole-souled efforts you display in caring for the spiritual and material needs of one another.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

PS to the Congregation Service Committee:

This letter should be read to the congregation at the first meeting after its receipt. It should be read again at the following meeting, whether it is the *Watchtower* Study or the Service Meeting. There is no need for it to be posted on the information board.

Disasters of this magnitude disrupt the theocratic schedules of everyone in their path. Congregation elders are doing much to assist our brothers and sisters to resume their daily spiritual activities, including personal and family Bible study, congregation meetings, and field service. (Ezek. 34:11, 12) If any baptized or unbaptized publishers and their minor children who evacuated the Gulf Coast area are now associating with your congregation, you should obtain the following information: 1) their full legal names, 2) the name of the congregation with which they were formerly associated and the names of any of the elders there, 3) their spiritual and physical needs, and 4) comments on any plans that they may have to either return to their homes in the affected areas or to permanently relocate. After collecting this information, please contact the relief committee in Houston, Texas. You may telephone them at **(713) 334-1914** or send them an E-mail message at the following address: **houston@jwrelief2005.org**.

The elders in some congregations have asked how to handle field service reports that have been submitted by displaced publishers from the Gulf Coast. If a displaced publisher will be with your congregation for an indefinite period of time, the congregation secretary should start a *Congregation's Publisher Record* (S-21) card for him, marking the top of the card "Temporary." In due course, the relief committee may be able to supply you with the names of elders in the publisher's former congregation, along with information on how to contact them. The elders of the displaced publisher's former congregation may be able to locate the original *Congregation's Publisher Record* card and forward it to you so that it can be brought up to date. At the same time, they may be able to provide you with a letter of introduction, informing you about the publisher's spiritual condition and privileges along with any recommendations.

If the congregation secretary has not done so already, he should include the field service activity of all such displaced publishers in the congregation's monthly field service report, following the direction provided in the January 15, 1998, letter to all bodies of elders in the United States regarding late reports.

No doubt your assistance in this important matter will help provide spiritual stability to a number of brothers and sisters who have suffered losses in many ways during these turbulent times. In order to cope with the devastating effects of these disasters, they will need to continue receiving regular shepherding visits from you. Elders will also need to support each other during these trying times. We appreciate your efforts to "shepherd the flock of God in your care," and may Jehovah continue to bless your labors of love.—1 Pet. 5:2.

PS to the circuit overseer:

As soon as possible, please contact all the presiding overseers in your circuit to inquire whether they have followed through as directed above or are in need of further assistance. We appreciate your help in caring for this urgent matter.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

May 11, 2006

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: Disaster relief in the southeastern United States

Dear Brothers:

We are providing an update on disaster relief in the southeastern United States. It is encouraging and faith-strengthening to see the outpouring of support to those who suffered setbacks due to the hurricanes that struck New Orleans, the Gulf Coast region, and southern Florida in 2005. The love within the brotherhood is evident by the thousands of volunteers who have assisted in the cleanup and rebuilding efforts as well as the generosity shown in material and monetary donations. These activities are a clear demonstration of the love Jesus said would be apparent among his followers.—John 13:35; 1 John 4:10-12, 21.

We are happy to report that as of April 14, a total of 79 Kingdom Halls have been repaired or rebuilt, with 9 others to be scheduled. Additionally, a total of 3,750 homes have been repaired, with 1,137 to be worked on in the coming months.

Due to these natural disasters in 2005, approximately 1,500 families lost everything. Yet, not only has the brotherhood helped to rebuild homes, they have also responded in providing essentials for daily life. (Jas. 2:15-17) For example, a sister lost all of her household possessions due to flooding. When the brothers called to inform her that her house would be available for occupancy in three weeks she thought to herself, "What do I do for furnishings?" Shortly afterwards her phone rang again as the brothers were now calling to inquire what household furnishings she would need since many items had been made available. She broke down in tears. Experiences such as this can be repeated over and over as Jehovah's blessings are evident on the work.

What are the goals of the four relief committees presently in operation? The Long Beach, Mississippi and Houston, Texas committees anticipate concluding their relief work by the end of May. We commend all who have put forth a self-sacrificing spirit in traveling from various parts of the United States to the southeastern region. Nonetheless, as the previously mentioned figures show, work continues in earnest in both Louisiana and southern Florida. What are the current and projected needs to complete this work? There is a continued need for skilled laborers such as roofers, drywallers, and carpenters. Such workers are not only necessary for weekend assignments, but, if possible, skilled laborers are needed to assist for a one- or two-week period. With such skilled assistance the brothers in Florida have been able to shingle 2 to 3 homes a day with a goal of completing 769 homes by June 1.

It is recognized that congregations miss the attendance of elders, ministerial servants, pioneers, and publishers as they assist in this unique assignment of sacred service. Therefore, we commend those who stay behind in their respective congregations to care for congregation responsibilities if they cannot directly participate in the relief efforts. Your continued support and commendation to the relief volunteers is encouraging as they are busy in bringing this monumental

task to a completion. So, whether we share in the actual relief work or are busy caring for the extra duties of those who are, we realize that Jehovah is pleased with the sacrifice offered to the praise of his name.—Col. 3:23, 24; Heb. 13:16.

We have received a number of letters of appreciation from those who have fallen victim to last year's hurricanes. Repeatedly mention is made of Jehovah's comforting care, the loving brotherhood, and the effective witness given to individuals outside the organization. As one couple expressed: "We have experienced [Jehovah's] protective care and our faith has been strengthened as we see how Jehovah helps us through other brothers that care for us. In our case the words of Psalm 34:9 are fulfilled: 'Fear Jehovah, you holy ones of his, for there is no lack to those fearing him.'" No doubt all who have been affected by these natural disasters share such sentiments. Be assured of our prayers that the "peace of God" remain upon you in the months ahead.—Phil. 4:7.

During these last days we can expect an increase in natural disasters, yet we are certain of Jehovah's protection. As the psalmist said, "In peace I will both lie down and sleep, for you yourself alone, O Jehovah, make me dwell in security." (Ps. 4:8) In the face of these unstable and perilous times we can confidently proclaim the day when mankind will no longer experience any kind of disaster. (Mic. 4:4) We pray for Jehovah's rich blessings on your efforts to praise him and assist one another.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

PS to the presiding overseer:

Please arrange for this letter to be read to the congregation at the first meeting after its receipt, whether it is the *Watchtower* Study or the Service Meeting. It should be read again at the following meeting. There is no need for it to be posted on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

June 7, 2006

[redacted]
TO ALL BODIES OF ELDERS

Re: Pornography

Dear Brothers:

You are to be commended for your diligence in caring for many family and congregation responsibilities. Be assured of Jehovah's blessing as he observes your efforts to strengthen and protect those he has entrusted to your care.—John 21:15-17.

The subject of pornography was considered at the 2006 Kingdom Ministry School. We are now providing additional guidelines to help you care for matters of this nature.

**Helping others break free from pornography:** When the body of elders becomes aware that a brother has deliberately viewed pornography, two elders should be assigned to share with him Scriptural counsel. (Gal. 6:1) Timely information should also be considered from articles such as: "The Bible's Viewpoint: Is It Possible To Overcome Bad Habits?" in the April 8, 2004, *Awake!;* "The Harm Pornography Causes" in the July 22, 2003, *Awake!;* "The Bible's Viewpoint: Pornography—Is It Just a Harmless Diversion?" in the July 8, 2002, *Awake!;* and the series of articles "Internet Pornography—What Harm Can It Do?" in the June 8, 2000, *Awake!*

After the initial visit, one of the assigned elders should periodically check with the brother to see how he is doing, giving him any further encouragement that may be necessary. Since he has been involved in unclean conduct, it is important that he get the help he needs to overcome this weakness and serve Jehovah with a clean conscience once again.

**Does he still qualify to serve?:** If an appointed servant inadvertently comes across a pornographic image while on the Internet, or in some other way, and he reports this to an elder, such matters can generally be handled according to the direction in the Kingdom Ministry School textbook, page 97, paragraphs 4-7. There is no need to evaluate his qualifications.

However, if an elder or ministerial servant deliberately views pornography, the body of elders will need to give the matter careful and prayerful consideration. First, two elders should be assigned to meet with the brother and obtain the answers to the following questions: Did he voluntarily come forward? Did it consist of a few brief incidents, or was it a consistent practice spanning many months, or years? What type of pornography was he looking at? Was it accompanied by masturbation? When was his last instance of viewing pornography? If married, and his wife is aware of his problem, what effect has this had on her? Who else is aware of the problem? Does he still have their respect? Has he demonstrated a sincere desire to desist from viewing pornography? Does his own conscience allow him to continue serving in an appointed position?

Next, the body of elders should determine whether the brother still qualifies to serve. He may continue to serve if his involvement consisted of (1) a few brief viewings, (2) he displays a heartfelt desire to desist from looking at pornography in any form, (3) the elders are *convinced* that he will refrain from viewing pornography, (4) he continues to retain the respect of others who are aware of what he did, and (5) his conscience allows him to do so. Nonetheless, if the

body of elders is unsure whether a brother continues to qualify, they should discuss the matter with the circuit overseer at his next visit, if the visit is only a few weeks away. Otherwise, they should write the branch office for direction, providing answers to the above questions, along with their recommendation.

On the other hand, if (1) he has developed a pattern of seeking pornography, or (2) on several occasions has viewed abhorrent forms of pornography that are sexually degrading, which might include child pornography, sadistic torture, bondage, gang rape, or the brutalizing of women, this would disqualify him from serving. (Titus 2:11-14; *w*89 6/1 pp. 15-16 pars. 2-5) Under these circumstances, the elders should recommend his removal at their earliest convenience.

When writing, the elders should clearly explain to the branch office the reasons for their recommendation. They should state whether he is in agreement with the decision. If he is not, they should ask him to put his reasons in writing and include his letter with their correspondence.

**When viewing pornography constitutes "gross uncleanness":** The Kingdom Ministry School presentation "Use Discernment When Dealing With Cases of Wrongdoing" cited two examples of publishers viewing pornography. In the first example, "a publisher confesses that on several occasions he has viewed so-called 'soft-core' pornography on the Internet. On a few occasions, he even masturbated while viewing the pornography. He is ashamed of himself, confesses to an elder, and is determined not to repeat this conduct." Commenting on this, the presentation went on to say: "This type of uncleanness would require sound Scriptural counsel, and, perhaps, follow-up help from the elders, but no judicial action would be warranted."

Thus, when the elders learn that a publisher has made a practice of viewing soft-core pornography, sound Scriptural counsel and encouragement should be given. Generally speaking, one persisting in this practice would not be viewed as exemplary and thus would not qualify for special privileges in the congregation. However, at this stage he would not be dealt with judicially unless he is also promoting it or encouraging others to view it with him. This would give evidence of a brazen attitude characterizing loose conduct.

In the second example, a publisher for "many years secretly viewed abhorrent pornography that is sexually degrading." This would include child pornography, sadistic torture, bondage, gang rape, or the brutalizing of women. In such cases, "a judicial committee would be formed because of the gross uncleanness involved."

Therefore, viewing pornography escalates to gross uncleanness if the type of pornography viewed was abhorrent or sexually degrading in nature, as described in the second example above. An additional factor to be considered would be if it were a practice for "many years." As a general principle, when these elements are present, a judicial committee would need to handle the matter. At Ephesians 4:19 Paul stated: "Having come to be past all moral sense, they gave themselves over to loose conduct to work uncleanness of every sort with greediness." (Gal. 5:19; *w*83 3/15 p. 31 par. 3) When an individual has 'given himself over' to this unclean practice as evidenced by his repeatedly viewing abhorrent pornography, the matter has escalated to gross uncleanness and needs to be handled judicially.—*w*06 7/15 pp. 29-31.

Further, viewing hetero-oral or anal sex (on a video or computer), while certainly unclean, is not to be considered "gross" or "judicial," though it may lead to removal as an elder, a ministerial servant, or a pioneer depending on the frequency and when it last occurred. With regard to viewing oral (or anal) sex of a homosexual or group nature, this is more serious. However, it would still not be considered uncleanness of a "gross" nature meriting judicial action, but likely would result in removal from an appointed privilege of service.

The direction regarding "gross uncleanness" is not retroactive. So there is no need for elders to reopen cases that have already been handled in the past prior to the Kingdom Ministry School. Additionally, if following the Kingdom Ministry School the elders judicially reproved a brother for viewing forms of pornography that may not have merited judicial action, the decision should stand. However, they should make arrangements to help the brother make a spiritual recovery. It may be that judicial restrictions could soon be removed. As he makes spiritual progress, the elders may decide that he can be given privileges in the congregation. After a time, he may also qualify to serve once again in an appointed position. If you have questions regarding the handling of these matters, please write with full details and we will be happy to assist you.

You can be confident of the organization's full support as you tenderly care for the sheep. (1 Pet. 2:25) May Jehovah bless your faithful work.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

PS to the presiding overseer:

You should schedule a meeting of the elders within the next few weeks to read and discuss this letter. Thereafter, this letter should be retained in the congregation's permanent file of policy letters.

[redacted]

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

July 1, 2006

TO ALL BODIES OF ELDERS

Re: Letters of introduction

Dear Brothers:

Over the years, guidelines have been given regarding letters of introduction concerning publishers, regular pioneers, elders and ministerial servants, child molesters, and those in a disfellowshipped or disassociated state who move into another congregation's territory. So that these guidelines may be more easily followed, we are listing below some key elements that should be included in all letters of introduction as well as some situations in which additional information should be provided. This letter should be retained in the congregation's permanent file of policy letters.

**Format:** A letter of introduction should always contain the following information: (1) the date of the letter, (2) the previous congregation's full name and complete mailing address, (3) the new congregation's full name and complete mailing address, and (4) signatures of the Congregation Service Committee, with their names typed or printed underneath their signatures. (*be* p. 71-3) Some also find it helpful to use a regarding line (as shown above) so that the recipient may easily identify the purpose of the letter.

**Congregation publisher:** When a publisher (active or inactive) moves to another congregation, a letter of introduction and the *Congregation's Publisher Record* (S-21) cards should be promptly sent to the congregation where the publisher moved. (The last record card of an inactive publisher should be retained indefinitely by the congregation where the publisher moved.) If the previous service committee knows where the publisher moved, they may take the initiative and send these items without waiting for a formal request from the new congregation. What information should be conveyed in the letter of introduction? Ask yourself: What information would we want to receive if this person were moving into our congregation? (Matt. 7:12) Clearly state the publisher's full name, the names of any immediate family members, and any privileges the publisher or his family members have enjoyed, such as assignments on the Theocratic Ministry School, working with the Regional Building Committee, auxiliary or regular pioneer service, and so forth. These elements should be included in all letters of introduction.

If the person has recently been judicially reproved and is still under restrictions, list the restrictions that are still in effect so that the new congregation's elders may monitor the publisher's progress and gradually restore his privileges as appropriate. On the other hand, if the person was reproved in the distant past but is not presently under restrictions, there may be no need to mention past judicial action unless the offense involved child molestation, adulterous marriage, or some other notorious wrongdoing.

**Regular pioneer:** In addition to the above guidelines, the regular pioneer appointment (S-202) letter should be forwarded to the congregation where the pioneer is moving, along with a letter of introduction and the *Congregation's Publisher Record* (S-21) cards. The secretary of the

new congregation will make the needed adjustments to the form and send it to the branch office. A revised appointment letter will then be sent to the new congregation. If a regular pioneer moves out of the branch territory, the pioneer appointment letter should be mailed to *your* branch office with a cover letter providing the date of the move and the name, city, state, and country of the congregation where the pioneer will be associating.

**Elder or ministerial servant:** If the elders recommend to the new congregation that a brother be reappointed to serve in the same capacity as that which he had been serving, this should be clearly stated in the letter of introduction. It should also state the total length of time he has served in an appointed capacity as well as list the assignments in which he has experience. If the elders do not recommend that he be reappointed, two elders from his current congregation should meet with the brother before he moves to explain to him why he is not being recommended.

**Child molester:** It is imperative that a letter of introduction be promptly sent when an individual who is known to have molested a minor and whose privileges are still restricted moves to another congregation. This should be done even if the abuse took place many years ago—even before baptism or when the person was in a disfellowshipped state. The letter to the elders in the new congregation should outline the individual's background, what the elders have been doing to protect minors and to assist him, and their present experience with him. In all such cases, a copy of the letter of introduction must be sent to the branch office in a special blue envelope.

If there are restrictions imposed on his theocratic activity, these must be clearly communicated to the new congregation's body of elders. Rather than merely forwarding copies of past letters of introduction, the elders should prepare their own letter of introduction with both the background and the current information regarding the person. If the elders have received a letter from the branch office regarding the individual, they <u>should not</u> send that letter, or a copy of it, to the new congregation. However, the elders should quote pertinent direction received from the branch office in their own letter of introduction for the benefit of the elders in the new congregation and for the protection of minors. The letter of introduction should be retained in the congregation's confidential files where it can be available for review by any elder.

**Disfellowshipped or disassociated person:** Although a formal letter of introduction and the *Congregation's Publisher Record* (S-21) cards are not sent when a disfellowshipped individual moves into a territory held by another congregation, a letter may be sent to inform those elders of the presence of the disfellowshipped individual, and to provide information that may be helpful to those elders. This will assist those elders to contact the individual annually to offer spiritual assistance.

Carefully following these guidelines will help you to protect the flock and to render needed spiritual assistance to Jehovah's precious sheep. We pray that Jehovah will continue to "give you peace constantly in every way" as you faithfully serve him in these last days.—2 Thess. 3:16.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

July 5, 2006

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: Traveling Overseer Assistance Arrangement

Dear Brothers:

Traveling overseers play a large part in instructing and shepherding Jehovah's people, and we have received many expressions of appreciation for their hard work. As traveling overseers focus on encouraging individuals and congregations, they appreciate your kind support.

For some time now with the assistance of a modest per-publisher donation we have been able to cover the transportation and health-care needs of our traveling overseers. This arrangement has allowed all of us to assist these faithful servants and avoid burdening a few congregations or circuits with a large expense. As 2 Corinthians 8:12-14 describes, there has been an equalizing so that the surplus of some offsets the deficiency of others.

All are once again invited to give consideration to setting something aside to assist in caring for the transportation and health-care needs of our traveling overseers and their wives. Over the past few years, there has been a big increase in costs for health care. We anticipate that the needs of the over 600 traveling overseers in the United States branch territory can be covered this year if there is a contribution from each congregation in the amount of $8.50 per publisher. This does not mean that each publisher is expected to contribute this amount. Rather, the congregation as a whole can make the contribution, and all may help with the expense as they are able. (Acts 11:29) It may be that some congregations can contribute more and thus assist congregations that are not able to contribute as much. We do not want this to work a hardship on any individuals or congregations, so we recommend that each congregation pass a resolution to contribute monthly based upon the number of publishers. Of course, if the congregation prefers, it may also send the entire annual amount at one time.

The branch office very much appreciates the loving assistance you continue to render to the traveling overseers in this and other ways, which enables them to concentrate on the spiritual needs of the congregations. We all appreciate their dedicated service and faithful example and look forward to their regular visits. (Rom. 1:12) May Jehovah continue to bless your generous spirit and your efforts to advance true worship.—2 Cor. 9:7; Heb. 13:16.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

PS to body of elders:

[This letter should not be posted on the information board and this postscript should not to be read to the congregation.] Thank you for your support and assistance in providing the annual contribution for the Traveling Overseer Assistance Arrangement (TOAA).

This year, please follow these steps:

(1) The secretary should check the *Congregation's Publisher Record* (S-21) cards and count the number of active publishers in the file. (Active publishers are all those who have reported some field service time within the past six months.)

(2) The presiding overseer should arrange for a resolution to be considered by the congregation at the next Service Meeting, authorizing the elders to send $ 70.00 each month from congregation funds as a contribution to the branch office for the traveling overseers' health care and automobile expenses. (The amount indicated in the resolution should be $8.50 x (number of publishers) ÷ 12 months = $ 70.00 per month.) If the congregation is in a position to contribute more, then the monthly amount may be adjusted upward. If the congregation prefers, it may also send the entire annual amount at one time.

(3) After the resolution has been considered and approved by the congregation, it should be given to the accounts servant to add to the Accounts Records file. The amount of the contribution being forwarded should be sent with your next monthly electronic remittance to the branch office. Although donations to TOAA will go to general funds for the worldwide work, when remitting your contribution via the Watchtower Electronic Funds Transfer System (WEFTS), enter the amount at the telephone prompt designated "Traveling Overseer Assistance Arrangement (TOAA)."

As a reminder, this letter updates the letters dated May 3, 2005, and November 5, 2001, both of which should be removed from the congregation's file of policy letters and discarded. The accounting period for TOAA covered by this letter begins May 1, 2006, and ends April 30, 2007.

If this arrangement presents a hardship on the congregation, you may do what you can. As stated above, if some congregations are in a position to contribute more to make up for what others are not able to contribute, it would be appreciated.

It is recommended that you give your accounts servant a copy of this letter. Please note that this contribution should not be submitted by using the Kingdom Hall Assistance Arrangement (KHAA) prompt via WEFTS. KHAA is a separate arrangement and some congregations have confused the two.

[redacted]

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

July 6, 2006

TO ALL CONGREGATIONS

Re: Disaster preparedness

Dear Brothers:

As part of the sign of the last days, Jesus indicated that the number of disasters would increase. (Matt. 24:7, 8; Luke 21:11) It is therefore the course of wisdom for each congregation to plan accordingly. (Prov. 21:5; *km* 2/97 Question Box) In this way, if a disaster strikes in your area, the needs of the brothers will be cared for and neighborly love may be shown. (Luke 10:27b; Gal. 6:10) The following instructions will help you in this regard.

**Prepare in advance:** The congregation secretary is responsible to maintain an up-to-date list containing the home address and telephone numbers (including cell-phone numbers) for each publisher. If your home address or telephone numbers change, please promptly inform the secretary. He will work closely with the Congregation Book Study overseers in making sure that the contact information for the book study groups is current. A copy of this list will be given to each elder. If a ministerial servant serves as a book study servant, he also may receive a copy. This list is to be kept confidential.

The body of elders should determine whether the congregation is in a disaster-prone area. If so, they will request that each publisher provides their Congregation Book Study overseer with a telephone contact for someone who knows the publisher but lives out of the vicinity. The book study overseer will give this information to the secretary, who will maintain this secondary list and distribute a copy to each elder. The reason for this is that many times it is possible to call an emergency contact outside the disaster area. This will allow the book study overseer and the publisher to make contact following a disaster.

The body of elders in disaster-prone areas should also develop a contingency plan. The plan should contain the following: 1) a basic checklist of emergency supplies that each household is to have on hand; 2) evacuation arrangements, which should include the elderly, the infirm, and any with special needs; 3) instructions regarding how the book study overseers will communicate with one another and with the publishers before, during, and after a disaster; and 4) what precautions will be taken to preserve the congregation's records. Other instructions as required by the circumstances of the local area may also be included. The plan should be kept simple and practical. A copy of the plan along with any publisher listings will be sent to the circuit overseer. As necessary, the elders may decide to use a local needs part on the Service Meeting to discuss the contingency plan. In this way, all members of the congregation will be aware of what local arrangements have been established.

**Disaster warnings:** When the public is advised in advance of danger, each book study overseer should check on the welfare of the publishers assigned to his group and be sure that they are prepared. He should provide a brief report to the presiding overseer, who is responsible to coordinate the congregation's preparation and disaster response. This is the general procedure

that should be followed in any type of disaster. How much is done will obviously depend on the amount of time that is available and the local circumstances.

In the event of a hurricane watch, each book study overseer will contact the members of his group. He is to do the following: 1) verify the accuracy of telephone numbers and contact information, 2) make sure that the publishers have basic supplies for three to five days, and 3) if evacuation becomes necessary, confirm how the publishers will evacuate the area. (Where each family will evacuate to is a personal decision, but the book study overseer should get the name, address, and telephone number of where they will be staying, if that becomes necessary.) If possible, a personal visit by the book study overseer would allow him to determine whether any special help is needed, such as preparing the home and providing comforting spiritual thoughts and prayer.

In the event that a hurricane warning is posted and the local governmental authority has issued an evacuation order that affects the congregation territory, the arrangements that the congregation has made for evacuation should be implemented. As necessary, the secretary should see that the congregation's records are kept in a safe, dry place. The presiding overseer should contact the Kingdom Hall Operating Committee to make sure that the Kingdom Hall is prepared for weathering the storm. Each book study overseer should once again contact everyone in his book study group and determine whether they need assistance to prepare their home for the disaster or to secure sufficient supplies for three to five days. At this time he will also verify the contact information. Thereafter, he will report his findings to the presiding overseer, including any updated contact information. The presiding overseer will then alert the circuit overseer about the congregation's preparedness for the potential disaster.

**If a disaster strikes in your area:** Christian qualities should readily come to the fore, moving you to care for your family's immediate physical needs. (John 13:35) Help any others who are in distress. As soon as possible, try to establish contact with your book study overseer or, if he is not available, another congregation elder. Explain your circumstances and present location.

As a first step to disaster relief, the book study overseer will attempt to contact each family in his group, preferably in person. He should assess the damage and determine what help is needed. Afterward, he should inform the presiding overseer of the situation of each household. If someone has been injured, the book study overseer should provide whatever assistance he can under the circumstances. Perhaps he can help them get to a medical facility for treatment, or there may be a brother or sister in the area with some medical background who can offer some emergency care. The presiding overseer and book study overseers will cooperate together to care for the publishers and to be sure that they have the food, clothing, shelter, and household supplies that are needed.

On behalf of the body of elders, the presiding overseer will take the lead in communicating with the circuit overseer. He will apprise the circuit overseer of any injuries, any damage to the Kingdom Hall or to the homes of the brothers, and any special needs. He will also coordinate the efforts of the local elders to give spiritual and emotional support to the congregation. The elders should arrange to resume congregation meetings as soon as possible.

The circuit overseer will maintain good communication with the presiding overseers so as to determine what is being done to help the brothers. He is responsible to telephone the branch office with a report of the local situation and to convey any special instructions back to the elders.

The branch office will coordinate any large-scale relief measures that may be needed. After a proper assessment has been made, the branch office will determine whether a relief committee should be formed. If one is formed, the responsible brothers will be notified.—*jv* p. 310.

You can see from the foregoing that the book study overseers, the presiding overseer, the circuit overseer, and the branch office are instrumental in caring for the safety and welfare of the congregation. All of us should cooperate fully with them. This will contribute toward good communication and will result in needed assistance being rendered as soon as possible.

**If a disaster strikes elsewhere:** Never underestimate the good effect your prayers can have on the brothers in an area that has been struck by a disaster. (2 Cor. 1:8-11) You may also feel motivated to express your concern through a donation. In this connection, the November 2005 issue of *Our Kingdom Ministry,* page 3, stated: "It is recommended that donations for humanitarian and relief assistance be made to the worldwide work. This fund is used for relief efforts as well as for advancing the spiritual needs of the Christian brotherhood. If, for some reason, a person wishes to make a relief donation separate from contributions to the worldwide work, it will still be accepted and used wherever there is a need for relief assistance. However, it would be appreciated if such donations are made without restrictions as to where and how the funds may be used."

Some may be interested in sending materials or supplies to the disaster area. Please do not do so unless this has been specifically requested by the brothers in charge. This will ensure an orderly relief effort and the proper distribution of goods. It would also be appreciated if you did not telephone the branch office unnecessarily, as this can tie up telephone lines that are needed to handle incoming calls from the disaster area. Depending on the needs and circumstances, the branch office will initiate communication with the congregations regarding what relief assistance is needed.

In the event of a disaster, you can be assured of Jehovah's support and comfort. Let us put our full trust in him as our refuge. (Ps. 62:8) Please be assured of our continued prayers and our warm Christian love and greetings.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

PS to body of elders:

The February 1997 *Our Kingdom Ministry* Question Box makes this point: "The elders and ministerial servants play a crucial role in providing relief assistance. If advance warning of a

disaster is given, as with some major storms, these brothers should ensure that everyone is in a safe location, and if time permits, should obtain and distribute supplies that may be needed."

Experience shows that when the elders prepare far enough in advance, all the brothers and sisters can be assisted to find lodging that is suitable and far enough away from any immediate danger. In this way, for example in the case of a hurricane, when the storm passes, the brothers will have basic needs, such as water, food, bathing facilities, and appropriate places to sleep. Please note that Kingdom Halls should only be used as a last resort, since they do not offer such needs. Also, if a number of people are using the Kingdom Hall as a place to live, this makes it very difficult to use the building for its intended purpose. Of course, if a situation becomes desperate and time runs out to find such accommodations, we would never want to allow our brothers to be put in harm's way by refusing them protection at the Kingdom Hall. Still, any arrangements of this nature should be for last-minute emergency situations only, and the brothers should be relocated as quickly as possible to accommodations better suited to care for their needs.

This letter should be read to the congregation at the first Service Meeting after its receipt. The elders should then meet to consider this postscript. Thereafter, the letter should be retained in the congregation's permanent file of policy letters. *It should not be posted on the information board.* In disaster-prone areas, these instructions should be reviewed each year. For example, in areas prone to hurricanes, this should be done each year prior to the start of the hurricane season.

PS to circuit overseer:

We appreciate all that you do in behalf of the congregations in your circuit and especially your efforts to care for the brothers in times of disaster. Since good communication within the first few hours of a disaster is critical to effective disaster response, you should make a preliminary report to the branch office within 24 hours following a disaster. Additionally, maintain good communication with the branch office as disaster relief continues to be administered.

If you serve in a disaster-prone area, it may be helpful for you to be aware of those in your circuit who have some medical background, such as doctors, nurses, paramedics, and emergency medical technicians. In the event of a major disaster, these brothers and sisters can be called upon to provide assistance if needed.

In certain areas, such as those prone to earthquakes, hurricanes, and tornadoes, you will be given a copy of the current telephone numbers and contact information for each publisher at the time of your visit. The elders will also share their contingency plan with you. If you do not receive such, please request this from the elders. As you can appreciate, having good communication with each presiding overseer in your circuit is imperative. Therefore, you may also wish to provide each presiding overseer with contact information of someone who lives outside the area so that you may be contacted in the event communication is interrupted. Please be assured of our warm love and affection along with our appreciation for the fine example you set.—Phil. 2:29.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

October 2, 2006

TO ALL BODIES OF ELDERS

Dear Brothers:

Indications are that the publication *What Does the Bible Really Teach?* is having a profound effect on the worldwide preaching work. One branch office reports that they have received so many congregation requests for the *Bible Teach* book that they are having difficulty keeping the book in stock! This illustrates that our brothers have confidence in this study publication and that with Jehovah's blessing it will be instrumental in helping many to learn the truth of God's Word. In view of Jesus' command to 'teach people to observe his commandments,' what can you do to assist the regular pioneers in your congregation to start Bible studies?—Matt. 28:19, 20; 1 Cor. 3:6.

**Set an example:** When writing to the Corinthians, the apostle Paul encouraged: "Become imitators of me, even as I am of Christ." (1 Cor. 11:1) Timothy was so attentive to Paul's Christlike ways that Paul could wholeheartedly recommend him to the congregation as stated at 1 Corinthians 4:17: "That is why I am sending Timothy to you . . . He will put you in mind of my methods in connection with Christ Jesus." His reference to "methods" would not only embrace his personal Christian conduct but his active ministry as well. (*w*84 8/15 p. 16) Some of Paul's "methods" likely included those involved in making disciples. As congregation elders, our example should put the pioneers and publishers in mind of Paul's "methods." We might ask ourselves, do I conduct a study in the *Bible Teach* book? If not, do others see me exerting myself and putting forth a sincere effort to start a home Bible study?

If possible, strive to work in the ministry with each regular pioneer in your congregation during this service year. As you do so, endeavor to be a good example in your efforts to start Bible studies. In some cases, it may be appropriate to offer and demonstrate a home Bible study on the initial call. If that is not possible, record all interest, and arrange to follow up as soon as possible. Afterward, discuss with the pioneer how you plan to return with the goal of starting a Bible study. Then later, let him know how your call is developing. Your enthusiasm for starting Bible studies will be contagious.

**Take the lead as Congregation Book Study overseers:** The book study overseer and his assistant are in a unique position to assist regular pioneers. They can review the *Congregation's Publisher Record* (S-21) cards to learn which pioneers need help in starting or conducting a home Bible study. Arrangements can be made to work with those needing help. As you work with the pioneers in your book study, take time between doors to discuss the householder's reaction. Kind, practical suggestions can help the pioneer improve his effectiveness.

"Out of the abundance of the heart the mouth speaks." (Matt. 12:34) If elders' hearts overflow with love for Jehovah and the ministry, it will spill over into the congregation. Therefore, whatever encouragement is given to a regular pioneer should be positive and in no way discourage him if he is not conducting a Bible study.

**Present motivating Service Meetings:** In 1926, monthly meetings were held to share field service experiences and discuss successful methods of witnessing. Then in 1928, Jehovah's organization started urging congregations to have such meetings each week. Four years later, congregations began to replace those meetings with what is now known as the Service Meeting. The purpose of the Service Meeting then and now is to use talks, discussions, demonstrations, and interviews to provide specific help in connection with all aspects of the Christian ministry, including starting Bible studies.

The Service Meeting is an appropriate means to encourage all, especially regular pioneers, to start Bible studies. At the next quarterly meeting of elders, we encourage you to discuss topics that can be presented on local needs parts to assist publishers and pioneers to start Bible studies. An abundance of information regarding this subject can be found in the *Watch Tower Publications Index* and *Watchtower Library* on CD-ROM. To illustrate, an elder doing research to prepare a talk would find in *Watchtower Library* the main heading "Bible Studies." Under that heading are the subheadings "prayer to obtain" and "starting," each with appropriate references. Elders selected to speak on the subject of starting Bible studies should convey the information in a way that is practical, balanced, and upbuilding, fitting for the local territory. Additionally, prayers at the conclusion of congregation meetings should regularly include petitions to Jehovah to bless the Bible study activity.

'The field is white for harvesting.' (John 4:35) How happy we are to work alongside so many pioneers in the harvest! We pray that each elder will do his part to encourage regular pioneers to endure in the "work that is good" by starting home Bible studies.—Rom. 2:7.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

PS to presiding overseer:

Please promptly arrange for this letter to be read to the body of elders. Accompanying this letter is an outline for the December meeting with the regular pioneers and special pioneers as well as any missionaries serving in the field. The body of elders should choose two of their number to conduct this meeting. The elders should be well prepared so that the meeting is truly encouraging to the pioneers. Other elders may attend.

P10 meeting [redacted] 3pm



# Christian Congregation of Jehovah's Witnesses

2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

**ELDERS MEET WITH REGULAR PIONEERS**
PROGRAM FOR DECEMBER 2006

Theme: Search Out Deserving Ones (Mt 10:11)

[To be conducted by two elders selected by the body of elders. Other elders may attend. Meeting should be positive, practical, and encouraging. Allow the pioneers to comment freely on the questions posed. Supplemental questions may be used as needed]

**SEARCH FOR DESERVING ONES** (10 min.)
We have the commission to make disciples (Mt 28:19, 20)
There are two kinds of people in our territories—those who *at the moment* are interested and those who *at the moment* are not
So we must keep up the work of 'searching out the deserving ones' [Read Matthew 10:11]
Our work is much like a search-and-rescue operation (*km* 5/01 1)
People must be located and helped to safety before it is too late
Territories keep changing, people move, their circumstances vary
**Questions:** What are the circumstances of people in our territory? What are the benefits of territories that keep changing? (*w*01 5/1 10 pars. 11-12)
As the end nears, do not tire out in the search for deserving ones [Read Galatians 6:9]

**SEARCH FROM HOUSE TO HOUSE** (10 min.)
For years, emphasis has been placed on sharing in different facets of the preaching work (*yb*97 42)
More people have been given an opportunity to respond to the good news
Nonetheless, house-to-house witnessing is still the main avenue of preaching the good news of God's Kingdom (Mt 24:14; Ac 5:42; 20:20)
However, it is becoming increasingly difficult to find people at home. What can be done?
Try working later in the morning, afternoons, early evenings, or on weekends (*km* 5/95 7 par. 4; *km* 6/85 4)
**Question:** What do you do to find people at home?
If appropriate for your territory, leave the tract *Would You Like to Know More About the Bible?* or other literature at not-at-homes
In so doing we may be able to plant seeds of truth then return later to cultivate them (*km* 11/01 3 par. 7)
While in the house-to-house ministry, strive to teach something to householders even if it is for just 30 seconds
Endeavor to do more than merely offer magazines or literature, assuming people are too busy to listen
Prepare flexible presentations, and try to read at least one scripture (*km* 1/05 6)
May need to work at improving conversation skills (*be* 62-4)
The house-to-house ministry serves as a protection from the world and gives us empathy
Helps us stay separate and minimizes worldly temptations (1Jo 2:15-17; *w*81 5/15 16 par. 2)
Most important, the house-to-house ministry makes Jehovah's name known

**START STUDIES WITH DESERVING ONES** (20 min.)
Conducting Bible studies brings much joy and happiness (*km* 8/90 1 pars. 1-2)
A successful pioneer seizes every opportunity to start studies. Those most successful in starting and conducting studies are interested in people (*km* 4/98 1 par. 3)
**Question:** What do you do to seize every opportunity to start a Bible study?
Make it your goal to start and conduct a new Bible study this service year

What can be said when offering the *Bible Teach* book to begin a study?

At times, you might say: "We are calling to offer a free home Bible study and are prepared to give you a brief demonstration of how it would be conducted" (*km* 4/79 2 par. 7)

The direct approach is a good way to start a Bible study when people seem busy or hurried

Or you might say: "I would like to share an interesting point with you"

Open to a paragraph in the *Bible Teach* book that you think appeals to the person, and discuss one or two cited scriptures

This can be done at the doorstep in five to ten minutes (*km* 4/03 8 par. 5)

[Demonstrate each presentation or one that works best locally. Cover main points under subheading "Getting Bible Studies Started" in the February 15, 1996, *Watchtower,* page 20]

**Question:** What approach do you take when trying to start Bible studies in the *Bible Teach* book?

Be persistent if your efforts to conduct a progressive Bible study have limited results (Ec 11:6)

Mention your desire in prayer, knowing that Jehovah is keenly interested in the work and may guide you to a sheeplike person (Ac 8:26-39)

Seek suggestions from those in your congregation who are more experienced

Take advantage of the training and suggestions given at Christian meetings

**HELP OTHERS BE JOYFUL IN SEARCHING** (15 min.)

First-century disciples found joy participating together in the ministry (Lu 10:1, 17)

Pioneers have a wealth of practical wisdom to share with others (Pr 2:7)

You benefit from meetings with the district and circuit overseers in conjunction with the circuit assembly as well as from guidance provided by the elders

By observing your methods, publishers are better equipped to search out deserving ones (2Ti 3:17)

Look for opportunities to invite others to go with you in the ministry

Be regular in support of meetings for field service (*km* 7/88 4)

While you can arrange in advance to work with different individuals, it can also be rewarding to attend meetings for field service without having prior arrangements

You may be assigned to work with someone you do not know well, thus enabling you to "widen out" in your love (2Co 6:11-13)

**Questions:** What steps have you taken to work with different publishers in the ministry? How has this been of encouragement to you?

The Pioneers Assist Others program was instituted in January 1998 (*km* 9/98 4)

Some have learned to be more effective in the ministry; others now enjoy sharing in all features of the ministry

How can you experience similar results?

Be reasonable in what you expect of those whom you are assigned to assist (Php 4:5)

Take his circumstances and needs into consideration when making plans with him

Be positive and commend the publisher for his efforts (Mt 25:21, 23)

Even if you do not currently have an assignment in the program, applying these suggestions when working with publishers in the ministry can assist others to be joyful in their search for deserving ones

**PIONEERS—APPRECIATED FOR YOUR GOOD WORK** (5 min.)

Jehovah and his organization appreciate the good work you are doing as pioneers [Read 1 Thessalonians 1:3]

[Offer pioneers *specific* commendation for their good work]

What is accomplished by persisting in the ministry? (*yb*00 141-2)

Be assured of Jehovah's blessing as you never give up in your efforts to search out and teach deserving ones

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

[redacted] [redacted] 2006

[redacted] REGIONAL BUILDING COMMITTEE #[redacted]

Dear Brothers:

Thank you for your letter dated [redacted] 2006, in reply to our July 20, 2006, letter regarding the video equipment and materials needed for the proposed renovation project being undertaken by the Downtown, Sign Language, and Woodward East Congregations of Detroit, Michigan. Your letter mentioned "there were some subtractions made to the entire package in an effort to insure cost effectiveness." This included the elimination of the electric ceiling lift and several monitors. The branch office greatly appreciates your willingness in responding to the suggestion to simplify the design while still adequately caring for those associated with the Sign Language Congregation.

Included with your past letter to us dated July 9, 2006, was a budget worksheet dated February 10, 2006, itemizing various video components at a total cost of $31,572.91. Your most recent correspondence provided two worksheets itemizing various video components. One worksheet was also dated February 10, 2006, but with an *increased* total cost of $32,097.59. The second sheet provided no date or total cost. It is not clear which worksheet represents the cost revisions mentioned in your September 17 letter, and so we would appreciate receiving further clarification. Additionally, if the estimated cost has increased from $31,572.91 to $32,097.59 despite a reduction in equipment, please detail why this is the case. Have you taken all reasonable measures to reduce costs in this area?

In view of matters, we are returning the *Kingdom Hall Loan Application* (S-84) so that information listed on page 3 can be adjusted. This would include the revised amount for sound equipment and well as the revised amount now being requested from the Kingdom Hall Fund.

We regret the additional correspondence that has been necessary in connection with this loan application, but no doubt you can appreciate the serious responsibility associated with monitoring the use of dedicated funds. Your patience and your clear responses to our inquiries are very much appreciated. You may direct your reply and the application according to the date and desk symbols of this letter. Once received, we will give prompt consideration to the loan request.

[redacted]

Please accept an expression of our warm Christian love and greetings.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Bodies of Elders
[redacted]

[redacted]

Christian Congregation
of Jehovah's Witnesses

2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

[redacted], 2006

BODY OF ELDERS
[redacted] CONGREGATION [redacted]

Dear Brothers:

We are pleased to advise that your congregation is assigned to [redacted] Regional Building Committee #[redacted]. All approved *Kingdom Hall Volunteer Worker Questionnaire* (S-82) forms should be forwarded to the committee chairman. His name, address, and phone number are:

Michigan Regional Building Committee #[redacted]
[redacted]

If your congregation contemplates undertaking a Kingdom Hall construction project, either new construction or renovation, please make immediate contact with the Regional Building Committee chairman. This should be done well before property is purchased—actually when the elders first conceive the idea. The brothers appointed to serve on the Regional Building Committee are pleased to assist and to offer suggestions, which will help you to construct a modest Kingdom Hall that will be functional and adequate. They have been provided guidelines by the branch office, which can aid in avoiding pitfalls.

**THIS LETTER SHOULD BE RETAINED IN THE CONGREGATION'S PERMANENT FILE.**

Only the most recent assignment letter should be kept. Older ones should be destroyed to avoid confusion.

It is a pleasure to be working with you in the important work of preaching the good news and in providing suitable Kingdom Hall facilities for our worship of Jehovah.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

[redacted] Regional Building Committee #[redacted]

[redacted] 2006

To: All Congregations in [redacted] Region #[redacted]

Dear Brothers:

We would like to take this opportunity to offer you our heartfelt thanks for your cooperation and support in caring for the Kingdom Hall construction needs in our region. There have been many projects completed in the past five years and many more are scheduled to take place soon. No doubt you appreciated the recent letter from the Branch Office concerning Kingdom Hall Volunteer Workers and the need for all who qualify to fill out a **new** S-82 Questionnaire. With this in mind we would like to encourage all those who have the time and energies to do so, whether you are a new volunteer or have been assisting the Regional Building Committee for many years. Whereas we would appreciate all who can to volunteer, the following are areas we are currently looking for assistance with oversight:

1. Drywall Hangers
2. Drywall Finishers
3. Purchasing
4. Estimating
5. Heavy Equipment
6. Site Work / Utilities
7. Roofers
8. Ceramic Tile Installers

The recent letter from the branch directed our attention to pages 116-17 of **Organized to Do Jehovah's Will** which compared the Kingdom Hall construction work to the sacred service performed at the construction of Solomon's temple. Because of the growing list of Kingdom Halls that need remodeling or built new and the relief work we continue to assist with in the south, there is a need in our region for volunteers.
We encourage those with these skills and those willing to be trained in these skills to prayerfully consider the building needs of the congregations in our region and follow the spirit of Psalm 110:3, where it describes Jehovah's people as those who "offer themselves willingly" to do His will. Any who can help should submit a Volunteer Worker Form (S-82) and return them to your Congregation Service Committee. We thank you in advance for your help in this important matter.

Working together "Shoulder to Shoulder",
Your Brothers,

[redacted] Regional Building Committee #[redacted]

[redacted]

[redacted]

cc: [redacted], all C/O's in Region #[redacted]

P.S. To all Presiding Overseers: Please read at your next Service Meeting and forward all approved questionnaires to the address of Br. Al Wallace that is included on this letter head. Per direction from our recent branch letter, review all current S-82's on file and distribute the updated S-82 forms to those who qualify. We would like to have the updated forms returned by [redacted], 2006.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

February 9, 2007

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: Adjusted format of *The Watchtower*

Dear Brothers:

The year 2006 saw a major change in publishing the *Awake!* magazine. In January of that year the magazine became monthly instead of semimonthly and the contents were given a more Scriptural slant than previously. In the months since then, Jehovah's blessing has been seen on the arrangement and the circulation of *Awake!* continues to increase.

Now, we are pleased to announce that the Governing Body has approved changes to the format of *The Watchtower*. *The Watchtower* will continue to be published semimonthly, but it will have two different editions. In the issue that is dated the 1st of each month, all the material will be directed to the public. It will have no study articles. That issue will be known as the public edition. *The Watchtower* that is dated the 15th of each month will be solely for the Christian brotherhood. It will not be offered to the public. It will contain all the study articles for one month and secondary articles that are appropriate for dedicated servants of Jehovah. That edition will be known as the study edition.

The advantages of this change will be quickly evident. At the moment, each issue of *The Watchtower* contains material both for the public and the brotherhood. So, even in the study articles, we have to explain terms like "pioneer" in ways that the public can understand. After this new arrangement goes into effect, everything in the study edition will be expressly for dedicated individuals and Bible students who are making spiritual progress. Hence, information can be more pointed and more beneficial. Material in the public edition will be designed to educate the public. That does not mean that we as dedicated Christians will not enjoy reading the information. But the information published will be of such a nature that a non-Witness will be able to read the magazine from cover to cover without encountering material that has been especially prepared for Jehovah's Witnesses.

An additional advantage of this new arrangement is that each month we will offer in the field service just one *Watchtower* with one *Awake!* Thus, we will not have to adjust our presentation halfway through the month in order to accommodate the latest issue of *The Watchtower*.

This new arrangement for publishing *The Watchtower* will take effect in January 2008. Hence, the January 1, 2008, *Watchtower* will be a public edition and the January 15, 2008, *Watchtower* will be a study edition.

We pray that Jehovah's rich blessing will be on this new arrangement with *The Watchtower* just as it has been on *Awake!*

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

PS to presiding overseer:

Please arrange for this letter to be read to the congregation at the first Service Meeting after its receipt. Thereafter, it should be posted on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

April 3, 2007

TO ALL BODIES OF ELDERS

Re: Guidelines for *Watchtower* Study conductors

Dear Brothers:

Unit 2 (b) of the Kingdom Ministry School textbook gives counsel regarding teaching at congregation meetings. Under the first subheading on page 38, this statement is made: *"The Watchtower* is the principal means of dispensing spiritual food at the proper time." Some of you will recall that "Teaching at the *Watchtower* Study" has been featured as an important subject for discussion at each Kingdom Ministry School conducted in recent years. We are pleased to see that by adhering to these instructions, *Watchtower* Study conductors have truly helped those in their respective congregations to grow in faith and remain steadfast in the truth.—Rom. 12:8.

However, as in many other matters, timely reminders are occasionally needed to refresh our minds on important concerns. (2 Pet. 1:12, 13) The responsibility of elders to teach effectively in the congregation, and especially as *Watchtower* Study conductors, is indeed an important concern to all. (Titus 1:9) In view of the seriousness and importance of effective teaching at the weekly *Watchtower* Study, we wish to remind you that as a body of elders, you collectively are responsible for ensuring that the *Watchtower* Study in your congregation is being conducted in harmony with the published information referred to above. You and your families should set a fine example by your active participation in the study, offering brief but well-thought-out comments that contribute to the effectiveness as well as the enjoyment of the teaching.

The Kingdom Ministry School textbook emphasizes the importance of thorough preparation on the part of the study conductor. But this does not mean that he should introduce additional material from his own personal research and thus possibly overshadow what has been published in the magazine. Extensive research has already been involved in producing the study article, and the points to be emphasized are those included in the paragraphs under consideration. When outside material is introduced, it often detracts from what "the faithful and discreet slave" has prepared for the congregation. (Matt. 24:45-47) The impression may be given that the additional information from the conductor's research is of equal or greater value. When not adhering strictly to the published information, the conductor may appear to be calling attention to himself and his personal research rather than focusing attention on the material set out in the study article.

Please note the following statement toward the bottom of page 38 of the Kingdom Ministry School textbook: "The opening remarks of the conductor should be brief and to the point, calling attention to the theme and stimulating interest in the material." Particular attention has been called to this point on different occasions. However, it has been observed that some conductors use five to eight minutes in introductory remarks, although one to one and a half minutes should suffice. The same applies to the concluding comments. Some have the custom of introducing additional scriptures during the study and take time to have them explained in some detail. Others call attention to original-language words that may or may not be used in the *Watchtower* article under consideration. The focus of the entire study should really be on the theme as

set out in the title and the caption text. *The Watchtower* adds any necessary extra material in statements alongside the illustrations in the article, in footnotes, or in teaching boxes.

One hour is allotted for the *Watchtower* Study, including appropriate brief comments on the artwork and making good use of the teaching boxes. The one hour does not include the songs and concluding prayer. This requires careful portioning of the time so as to give balanced coverage of the material within the allotted time as well as to conduct the study with a spirit of warmth, giving sincere expressions of commendation to those who comment and to the reader.

The subheading at the top of page 39 of the Kingdom Ministry School textbook states: "The *conductor should not comment excessively.*" This seems to be the weakness most frequently observed on the part of study conductors. It has also been noted that some conductors ask additional questions when there are those in the audience with their hands up ready to offer comments that perhaps would cover the point well without the additional questions. Other conductors tend to spend an excessive amount of time on the introductory paragraphs and then have to rush through heavier material or important applications discussed later on in the study article. It is not necessary to comment on the content of a paragraph before it is read. *Watchtower* Study conductors are encouraged to review frequently the information on pages 38-40 of the Kingdom Ministry School textbook and readily give serious consideration to timely and kindly presented observations of fellow congregation elders. Please remember that everyone in the congregation is encouraged to prepare to comment, and generally those who do so should be allowed to express themselves. This cannot be done if the conductor's comments dominate or are excessive or if he repeatedly calls on those who quickly hold up their hand after a question is asked. If a few individuals are called on to comment repeatedly, others may refrain from volunteering their comments. As a general rule, time should be allowed for at least one but not more than two or three comments from each participant, especially in a larger congregation.

We sincerely commend all of you who work hard in caring for your individual and collective responsibilities as elders. (1 Tim. 5:17) But we feel impelled to call the above matters to your attention and to remind you of the importance of doing your utmost in helping others to benefit fully from our study of "the principal means of dispensing spiritual food at the proper time," *The Watchtower*.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

PS to presiding overseer:

In view of the serious nature of what is stated in this letter and the collective responsibility of the body of elders in assuring effective teaching for the benefit of all in the congregation, each elder should carefully review this letter. Thereafter, arrange for a meeting with all the elders present to discuss how it would apply to the local *Watchtower* Study. This letter should be retained in the congregation's permanent file of policy letters. Your circuit overseer will discuss this information with the body of elders during a future visit to the congregation.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

July 16, 2009

TO ALL SIGN-LANGUAGE CONGREGATIONS AND GROUPS IN THE UNITED STATES

Re: Service campaigns

Dear Brothers:

We are pleased to announce the service campaigns for the sign-language field for October 2009 through February 2010:

**October 2009:** *The New World Translation of the Christian Greek Scriptures—On DVD.* Feature one of the following Bible books*:* Matthew, Mark, Luke, or John. If interest is shown on the return visit, additional Bible books may be offered.

**November 2009:** *What Does the Bible Really Teach?—On DVD*

**December 2009:** *The Greatest Man Who Ever Lived—On DVD.* If individuals say that they have children, offer *Learn From the Great Teacher—On DVD.*

**January 2010:** *What Does the Bible Really Teach?—On DVD*

**February 2010:** *My Book of Bible Stories—On DVD*

We send our warm Christian love.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Sign-language circuit overseers

# 2009 BETHEL VISITORS LODGING AND CAR RENTAL LIST

Revised July 2009

**To Make a Reservation**

- ☑ Call the hotel during regular business hours (9 a.m. – 5 p.m. ET) and inform them you would like to make a reservation.
- ☑ Identify yourself as one of Jehovah's Witnesses and state the date(s) for which you would like a reservation.
- ☑ If the reduced rate *is* available, be sure to obtain a confirmation number. Keep your first reservation. (Matt. 5:37) If you must cancel a reservation, do so as early as possible. Be sure to obtain a cancellation number.
- ☑ If the reduced rate *is not* available, you can either ask when it is available or call another hotel on the list. **Please do not accept a higher rate.**
- ☑ If you plan on arriving after 6 p.m., you should guarantee the reservation with one night's deposit (credit card, check, or money order).

**Reminders**

- ❖ THIS LIST IS CONFIDENTIAL AND FOR YOUR USE ONLY. PLEASE DO NOT MAKE COPIES OF THIS LIST OR DISCLOSE ANY OF ITS INFORMATION TO HOTEL PERSONNEL.
- ❖ Except where indicated, hotel rates are valid from January 1 through December 31, 2009. Rates are subject to all applicable taxes.
- ❖ At certain times a hotel will not offer the special rate, even when rooms are available at a higher rate. This is the hotel's prerogative.
- ❖ Unless otherwise noted, all room rates are based on occupancy of no more than four (4) persons per room. Fire regulations require that you not exceed the number of adults that the list allows for each hotel room. Please adhere to this requirement.
- ❖ Advance deposits are required at most hotels if you represent a group needing 15 or more rooms.
- ❖ Since your arrangements are made directly with the hotel, you are responsible for any problems, errors, or difficulties that may arise. If you encounter a serious problem with a particular hotel or car rental on this list, you may contact the Central Tour Desk at Patterson by calling (845) 306-1000.

## VICINITY OF BROOKLYN, NEW YORK

### NEW YORK CITY

**COURTYARD by MARRIOTT LA GUARDIA AIRPORT** **$125.00**
90-10 Grand Central Parkway
East Elmhurst, NY 11369
Phone: (718) 446-4800
Fax: (718) 446-4886
Free parking—Indoor pool—Restaurant—Complimentary shuttle to/from La Guardia Airport— Public transportation available
25 minutes to Brooklyn

**COURTYARD by MARRIOTT UPPER EAST SIDE** **$147.00**
410 East 92 Street
New York, NY 10128
Phone: (212) 410-6777
Fax: (212) 930-7615
Indoor pool—Restaurant—Public parking & transportation available
20 minutes to Brooklyn

**CROWNE PLAZA** **$132.00**
104-04 Ditmars Boulevard
East Elmhurst, NY 11369
Phone: (718) 457-6300
Fax: (718) 672-8295
Parking: $5.00—Indoor pool—Restaurant—Complimentary shuttle to/from La Guardia Airport—Public transportation available
25 minutes to Brooklyn

**HOLIDAY INN EXPRESS** **$92.00**
279 Butler Street
Brooklyn, NY 11201
Phone: (718) 855-9600
Fax: (718) 855-9605
Limited parking—Complimentary continental breakfast—Public transportation available
15 minutes to Brooklyn

**HOTEL PENNSYLVANIA** ***(as of July 2009)*** **$85.00**
401 7th Avenue
New York, NY 10001
Phone: (212) 736-5000
Resv: (800) 223-8585
Fax: (212) 502-8153
Restaurants—Public parking & transportation available—
***Accept reservations only on floors, 4, 5, 9, 10, and 13***
25 minutes to Brooklyn

**MARRIOTT BROOKLYN BRIDGE** **$157.00**
333 Adams Street
Brooklyn, NY 11201
Phone: (718) 246-7000
Fax: (718) 246-0563
Indoor pool—Restaurant—Public parking & transportation available
5 minutes to Brooklyn

**MARRIOTT DOWNTOWN** **$157.00**
85 West Street
New York, NY 10006
Phone: (212) 385-4900
Fax: (212) 385-9174
Indoor pool—Restaurants—Public parking & transportation available
10 minutes to Brooklyn

**MARRIOTT EASTSIDE** **$160.00**
525 Lexington Avenue
New York, NY 10017
Phone: (212) 755-4000
Fax: (212) 751-3440
Restaurants—Public parking & transportation available
15 minutes to Brooklyn

**MARRIOTT LA GUARDIA AIRPORT** **$137.00**
102-05 Ditmars Boulevard
East Elmhurst, NY 11369
Phone: (718) 565-8900
Fax: (718) 899-0764
Free parking—Indoor pool—Restaurant —Complimentary shuttle to/from La Guardia Airport—Public parking & transportation available
25 minutes to Brooklyn

## NEW JERSEY

**COUNTRY INN & SUITES** **$81.00**
100 Glimcher Realty Way
Elizabeth, NJ 07201
Phone: (908) 282-0020
Fax: (908) 965-0954
Free parking—Indoor pool—Complimentary continental breakfast—Public transportation available—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**COURTYARD by MARRIOTT** **$77.00**
87 Glimcher Realty Way
Elizabeth, NJ 07201
Phone: (908) 436-9800
Fax: (908) 436-9888
Free parking—Café—Public transportation available—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**COURTYARD by MARRIOTT** **$77.00**
600 Route 1 & 9 South
Newark, NJ 07114
Phone: (973) 643-8500
Fax: (973) 648-0662
Free parking—Indoor pool— Restaurant—Complimentary shuttle to/from Newark Liberty Airport
30 minutes to Brooklyn

**FAIRFIELD INN & SUITES** **$69.00**
850 Route 120
East Rutherford, NJ 07073
Phone: (201) 507-5222
Fax: (201) 507-0744
Free parking—Indoor pool—Complimentary continental breakfast
40 minutes to Brooklyn

**FAIRFIELD INN & SUITES** **$75.00**
618-50 Route 1 & 9 South
Newark, NJ 07114
Phone: (973) 242-2600
Fax: (973) 242-6560
Free parking—Indoor pool—Complimentary continental breakfast—Complimentary shuttle to/from Newark Liberty Airport
30 minutes to Brooklyn

**HOLIDAY INN MEADOWLANDS** **$73.00**
283 Route 17 South
Hasbrouck Heights, NJ 07604
Phone: (800) 438-8687 (Reservations)
Phone: (201) 288-9600
Fax: (201) 288-4527
Free parking—Outdoor pool—Restaurant—Public transportation available
40 minutes to Brooklyn

**HOWARD JOHNSON** **$65.00**
20 Frontage Road
Newark, NJ 07114
Phone: (973) 344-1500
Fax: (973) 344-3311
Parking: $5.00— Restaurants—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**LA QUINTA INN** **$68.00**
265 Route 3 East
Clifton, NJ 07014
Phone: (800) 524-1089 (Reservations)
Phone: (973) 778-6500
Fax: (973) 778-8724
Free parking—Indoor pool—Restaurant—Complimentary continental breakfast
40 minutes to Brooklyn

**LA QUINTA INN** **$66.00**
38 Two Bridges Road
Fairfield, NJ 07004
Phone: (800) 524-1089 (Reservations)
Phone: (973) 575-1742
Fax: (973) 575-9567
Free parking—Indoor pool—Complimentary continental breakfast—Restaurants (nearby)
50 minutes to Brooklyn, 85 minutes to Wallkill

**LA QUINTA INN** **$55.00**
1830 Route 23 & Ratzer Road
Wayne, NJ 07470
Phone: (800) 524-1089 (Reservations)
Phone: (973) 696-8050
Fax: (973) 696-0682
Free parking—Restaurant—Complimentary continental breakfast
55 minutes to Brooklyn, 80 minutes to Wallkill

**MARRIOTT HOTEL** **$89.00**
Newark Liberty International Airport
Newark, NJ 07114
Phone: (800) 228-9290 (Reservations)
Phone: (973) 623-0006
Fax: (973) 504-6197
Parking $5.00—Restaurants—Indoor & outdoor pool — Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**MEADOWLANDS PLAZA** **$66.00**
40 Wood Avenue
Secaucus, NJ 07094
Phone: (201) 272-1000
Fax: (201) 272-1002
Free parking—Restaurant
30 minutes to Brooklyn

**RAMADA HOTEL** **$64.00**
120 Evergreen Place
Interstate 280, Exit 12A
East Orange, NJ 07018
Phone: (973) 677-3100
Fax: (973) 677-2630
Free parking—Complimentary continental breakfast
35 minutes to Brooklyn

**RAMADA HOTEL** **$62.00**
375 West Passaic Street
Garden State Parkway, Exit 160
Rochelle Park, NJ 07662
Phone: (201) 845-3400
Fax: (201) 845-0412
Free parking—Indoor pool
50 minutes to Brooklyn, 80 minutes to Wallkill

**RENAISSANCE NEWARK AIRPORT HOTEL** **$79.00**
1000 Spring Street
Elizabeth, NJ 07201
Phone: (908) 436-4600
Phone: (866) 234-7535
Fax: (908) 436-4610
Free Parking—Indoor pool—Restaurant—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**SHERATON NEWARK AIRPORT HOTEL** **$87.00**
128 Frontage Road
Newark, NJ 07114
Phone: (973) 690-5500
Fax: (973) 589-6223
Free parking—Restaurants—Indoor pool—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**SPRINGHILL SUITES NEWARK AIRPORT** **$78.00**
652 Route 1 & 9 South
Newark, NJ 07114
Phone: (888) 887-8123 (Reservations)
Phone: (973) 624-5300
Fax: (973) 242-6560
Free parking—Indoor pool—Mini-refrigerator/Microwave oven—Complimentary deluxe continental breakfast—Complimentary shuttle to/from Newark Liberty Airport
30 minutes to Brooklyn

## VICINITY OF PATTERSON, NEW YORK

**COURTYARD by MARRIOTT** **$77.00**
17 Westgate Drive
Interstate 84, Exit 13N
Fishkill, NY 12524
Phone: (845) 897-2400
Fax: (845) 897-2274
Free parking—Indoor pool—Restaurants (nearby)
30 minutes to Patterson, 40 minutes to Wallkill

**DANBURY PLAZA HOTEL** **$70.00**
18 Old Ridgebury Road
Interstate 84, Exit 2
Danbury, CT 06810
Phone: (203) 794-0600
Fax: (203) 798-7735
Free parking—Indoor pool—Restaurant
20 minutes to Patterson

**ETHAN ALLEN HOTEL** **$75.00**
Interstate 84, Exit 4
Danbury, CT 06811
Phone: (800) 742-1776
Phone: (203) 744-1776
Fax: (203) 791-9673
Free parking—Outdoor pool—Restaurant
20 minutes to Patterson

**FISHKILL INN**
20 Schuyler Blvd. & Route 9
Interstate 84, Exit 13N
Fishkill, NY 12524
Phone: (845) 896-4995
Fax: (845) 896-6631
**1-2 Adults** **$69.00**
**3 Adults** **$72.00**
**4 Adults** **$75.00**
Children 18 years of age and under are free in the same room
Free parking—Complimentary continental breakfast
30 minutes to Patterson, 40 minutes to Wallkill

**HAMPTON INN FISHKILL** **$75.00**
544 Route 9
Fishkill, NY 12524
Phone: (845) 896-4000
Fax: (845) 896-2799
Free parking—Indoor pool—Mini-refrigerator—Microwave oven—Deluxe complimentary continental breakfast—Restaurants nearby
30 minutes to Patterson, 40 minutes to Wallkill

**HILTON GARDEN INN** ***(as of July 2009)*** **$69.00**
119 Mill Plain Road
Danbury, CT 06811
Phone: (203) 205-2000
Fax: (203) 205-2001
Free parking—Indoor pool—Mini-refrigerator/Microwave oven—Restaurant
20 minutes to Patterson

**HOLIDAY INN FISHKILL** **$73.00**
542 Route 9
Fishkill, NY 12524
Phone: (845) 896-6281
Fax: (845) 896-5410
Free parking—Outdoor pool—Restaurant
30 minutes to Patterson, 40 minutes to Wallkill

**MARON HOTEL & SUITES** **$67.00**
42 Lake Avenue Extension
Interstate 84, Exit 4
Mill Plain Road
Danbury, CT 06811
Phone: (203) 791-2200
Fax: (203) 791-2201
Free parking—Restaurant—In-room refrigerator & microwave—Complimentary continental breakfast
20 minutes to Patterson

**MARRIOTT WESTCHESTER** **$74.00**
670 White Plains Road
Tarrytown, NY 10591
Phone: (914) 631-2200
Fax: (914) 631-7819
Free parking—Indoor pool—Restaurants
50 min. to Brooklyn, 45 min. to Patterson, 80 min. to Wallkill

**PATTERSON INN** **$40.00-60.00**□
50 Watchtower Drive (Route 22)
Patterson, NY 12563
Phone: (845) 306-3500
Fax: (845) 306-3501
Email: PattersonInn@jw.org
Free parking—Kitchenette—Refrigerators & microwave ovens
□Suggested donation — Please submit requests through your Congregation Service Committee

**QUALITY INN & SUITES** **$62.00**
78 Federal Road
Danbury, CT 06810
Phone: (877) 743-6702
Phone: (203) 743-6701
Fax: (203) 743-1825
Free parking—Indoor pool—Restaurant—Complimentary continental breakfast
25 minutes to Patterson

**QUALITY INN & SUITES** **$70.00**
849 Route 52
Interstate 84, Exit 12
Fishkill, NY 12524
Phone: (845) 897-9300
Fax: (845) 897-9301
Free Parking—Complimentary continental breakfast—Restaurant nearby
30 minutes to Patterson, 40 minutes to Wallkil

**SPRINGHILL SUITES DANBURY** **$75.00**
30 Old Ridgebury Road
Danbury, CT 07114
Phone: (203) 744-7333
Fax: (203) 744-7555
Free parking—Mini-refrigerator/Microwave oven—Complimentary deluxe continental breakfast
20 minutes to Patterson

PLEASE NOTE: A few hotels in the vicinity of Brooklyn and Patterson are also listed with driving times to Wallkill. You may want to consult those if the hotels shown below do not have availability.

**COMFORT INN** **$65.00**
9 Lakeside Road
Newburgh, NY 12550
Phone: (845) 567-0567
Fax: (845) 567-1956
Free parking—Outdoor pool—Complimentary continental breakfast—Restaurants (nearby)
30 minutes to Wallkill, 40 minutes to Patterson

**DOUBLETREE HOTEL** **$72.00**
180 Route 17 South
Mahwah, NJ 07430
Phone: (201) 529-5880
Fax: (201) 529-4767
Free parking—Indoor pool—Restaurant—Enterprise rental location
1 hour to Brooklyn, 1 hour to Wallkill, 75 min. to Patterson

**HAMPTON INN** **$77.00**
20 Crystal Run Crossing
Route 17, Exit 122
Middletown, NY 10941
Phone: (845) 344-3400
Fax: (845) 344-3403
Free parking—Outdoor heated pool—Deluxe complimentary continental breakfast
25 minutes to Wallkill

**HARVEST INN MOTEL** **$59.00**
95 Boniface Drive
Pine Bush, NY 12566
Phone: (800) 538-4667
Phone: (845) 744-5700
Fax: (845) 744-6147
Free parking—Outdoor pool—Restaurant (nearby)
10 minutes to Wallkill

**HOLIDAY INN & CONFERENCE CENTER** **$73.00**
3 Executive Boulevard
Interstate 87, Exit 14B
Suffern, NY 10901
Phone: (845) 357-4800
Fax: (845) 918-1475
Free parking—Indoor pool—Restaurants—Complimentary continental breakfast
1 hour to Brooklyn, 1 hour to Wallkill, 75 min. to Patterson

**HOWARD JOHNSON INN** **$65.00**
95 Route 17K
Interstate 87, Exit 17
Newburgh, NY 12550
Phone: (845) 564-4000
Fax: (845) 564-0620
Free parking—Restaurant—Complimentary continental breakfast
30 minutes to Wallkill, 40 minutes to Patterson

**MICROTEL INN & SUITES** **$70.00**
19 Crystal Run Crossing
Route 17, Exit 122
Middletown, NY 10941
Phone: (845) 692-0098
Fax: (845) 692-0078
Free parking—Complimentary continental breakfast—Restaurants (nearby)
25 minutes to Wallkill

**RAMADA INN & SUITES** **$72.00**
1055 Union Avenue
Interstate 87, Exit 17
Newburgh, NY 12550
Phone: (845) 564-4500
Fax: (845) 564-4524
Free parking—Outdoor pool—Restaurant— Complimentary continental breakfast—Complimentary shuttle to/from Stewart Airport
30 minutes to Wallkill, 40 minutes to Patterson

**SUPER 8 MOTEL** **$54.00**
160 Route 17 South
Mahwah, NJ 07430
Phone: (201) 512-0800
Fax: (201) 512-0800
Free parking—Complimentary toast bar—Restaurants (nearby)
1 hour to Brooklyn, 1 hour to Wallkill, 75 min. to Patterson

**SUPER 8 MOTEL** **$54.00**
563 Route 211 East
Route 17, Exit 120
Middletown, NY 10940
Phone: (845) 692-5828
Fax: (845) 692-5828
Free parking—Complimentary toast bar—Restaurants (nearby)
20 minutes to Wallkill

**SUPER 8 MOTEL** **$54.00**
207 Montgomery Road
Interstate 84, Exit 5
Montgomery, NY 12549
Phone: (845) 457-3143
Fax: (845) 457-3143
Free parking—Complimentary toast bar
25 minutes to Wallkill, 45 minutes to Patterson

**SUPER 8 MOTEL** **$54.00**
1287 Route 300
Interstate 87, Exit 17
Newburgh, NY 12550
Phone: (845) 564-5700
Fax: (845) 564-7338
Free parking—Complimentary toast bar—Restaurant (nearby)
30 minutes to Wallkill, 40 minutes to Patterson

# AUTOMOBILE RENTAL

### Automobile Rental Instructions and Reminders

- ❖ All rates shown are valid through December 31, 2009.
- ❖ When calling, identify yourself as one of Jehovah's Witnesses or a visitor to the Watchtower facilities.
- ❖ You must be at least 21 years of age, show a valid driver's license, and provide a credit card in your own name.
- ❖ When parking the vehicle during your rental, remove personal belongings from view (either take them with you or place them in the trunk).
- ❖ Additional qualifications will apply if using a debit card or cash.

### Vehicle Inspection Checklist–Before You Leave the Car Rental Lot

- ☑ Carefully read the Rental Agreement before you sign it.
- ☑ Inspect the vehicle for any damage, or you may be liable for pre-existing damages when you return the vehicle. Look for chips or cracks in the glass, dents, missing items (hubcaps, gas caps, etc.).
- ☑ Report any damage to the representative **before** you leave, having the items noted on your Rental Agreement.

## ENTERPRISE RENT-A-CAR

The Watchtower corporate ID number for Enterprise rentals is: FFC1700. Provide this number when you reserve a vehicle. In addition to the local numbers for each area, reservations can also be made by calling (800) 593-0505 or online at www.enterprise.com. Use the corporate ID number FFC1700 and enter the 3 digit PIN "WAT"

To supplement the minimum financial responsibility provided by Enterprise, renter may purchase optional Supplemental Liability Protection (SLP) from Enterprise (**New York State**: $10.95 per day; **Connecticut or New Jersey**: $9.99 per day; **Newark Liberty Airport:** $13.99 per day), which provides coverage up to $1,000,000 in the event of a claim.

*Collision Damage Waiver (*CDW*) is not included in Connecticut or New Jersey, though renter may:*

1) Purchase CDW from Enterprise (**Connecticut:** $8.00 per day; **New Jersey:** $10.00 per day for Economy, Compact, Mid-size, Standard, and Full-size vehicles, $12.99 per day for Premium, Luxury, Minivan, Pickup truck, and Cargo van vehicles; $13.99 per day for all vehicle types in Central New Jersey and Newark Liberty Airport).
2) Use a credit card that offers CDW insurance.
3) Renter's personal automobile insurance, if transferable, may cover in full.

*Damage Waiver (DW) is not included in New York State, though renter may:*

1) Purchase DW from Enterprise ($8.99 per day for Economy, Compact, Mid-size, Standard, Full-size, Pickup truck, and Cargo van vehicles; $11.99 per day for Premium, Luxury, and Minivan vehicles).
2) Use a credit card that offers DW insurance.
3) Renter's personal automobile insurance, if transferable, may cover in full.

Renter must report any accident to the police and provide Enterprise with an Accident Information Exchange Form within 24 hours of an accident.

Renters of Economy, Compact, Mid-size, Standard, Full-size, Premium, and Luxury vehicles have unlimited mileage within the tri-state area (New York, New Jersey, and Connecticut). When traveling outside the tri-state area, or when renting a Minivan, vehicle mileage will be capped at 200 free miles per day, and $.20 each additional mile thereafter. The 200 free miles per day are cumulative, that is, a 7-day rental will allow 1,400 miles total, etc.

Free of charge, Enterprise will pick up renters and bring them to the rental location and provide a drop-off service after the rental vehicle is returned, within the region of each rental location. It is preferred that rented vehicles be returned to the location from which they were rented, although Enterprise will allow vehicles to be returned to a different rental location ***in the same region*** without a drop charge. ***Each*** of the following constitutes a separate rental region: Brooklyn/Queens; Bronx; Manhattan; Staten Island; New Jersey; Connecticut; upstate New York. A drop charge will be assessed for a rental returned to a different region. Complimentary shuttles are available from La Guardia, JFK, and Newark Liberty airports to the airport rental location.

## Brooklyn • Queens • Bronx • Manhattan • Staten Island

290 Livingston Street
Brooklyn, NY 11217
Phone: (718) 488-8800
Fax: (718) 488-8915

| | DAILY | WEEKLY |
|---|---|---|
| Compact | $43.00 | $228.00 |
| Intermediate | $47.00 | $249.00 |
| Standard | $51.00 | $270.00 |
| Full-size | $55.00 | $292.00 |
| Premium | $59.00 | $313.00 |
| Minivan | $65.00 | $345.00 |
| Pickup truck/Cargo van | $53.00 | $281.00 |

Coverage: All rental locations in the five New York City boroughs, including La Guardia and JFK airports.

## Upstate New York

1600 Route 22
Brewster, NY 10509
Phone: (845) 278-0211

Route 17M/Bates Gates Rd.
New Hampton, NY 10958
Phone: (845) 374-5010

63 Route 17K
Newburgh, NY 12550
Phone: (845) 562-3311

| | DAILY | WEEKLY |
|---|---|---|
| Economy/Compact | $34.00 | $180.00 |
| Intermediate | $36.00 | $191.00 |
| Standard | $39.00 | $207.00 |
| Full-size | $42.00 | $223.00 |
| Premium | $50.00 | $265.00 |
| Minivan | $57.00 | $302.00 |
| Pickup truck/Cargo van | $47.00 | $249.00 |

Coverage: 14 rental locations in upstate New York, including Albany, Glens Falls, Kingston, New Hampton, Newburgh, Pawling, Poughkeepsie, Schenectady, Troy, and Wappingers Falls.

## Connecticut

1 Prindle Lane
Danbury, CT 06810
Interstate 84, Exit 2
Phone: (203) 743-1112
Fax: (203) 748-5855

| | DAILY | WEEKLY |
|---|---|---|
| Economy/Compact | $33.00 | $175.00 |
| Intermediate | $35.00 | $186.00 |
| Standard | $37.00 | $196.00 |
| Full-size | $40.00 | $212.00 |
| Premium | $42.00 | $223.00 |
| Minivan | $54.00 | $286.00 |
| Pickup truck/Cargo van | $45.00 | $239.00 |

Coverage: 15 rental locations in southwest Connecticut, including Danbury, New Milford, Ridgefield, Stamford, Bridgeport, and New Haven. NOTE: The rental location in Pawling, New York, applies the "Upstate New York" rates. ***Connecticut only:*** A $1.00 per day state tourism fee and a 3% road fee is added to each rental.

## New Jersey

832 Communipaw Ave.
Jersey City, NJ 07304
Phone: (201) 434-2424
Fax: (201) 434-2524

408 Route 1
Newark, NJ 07114
Phone: (973) 242-3400
Fax: (973) 242-3270

| | DAILY | WEEKLY |
|---|---|---|
| Economy/Compact | $33.00 | $175.00 |
| Intermediate | $35.00 | $186.00 |
| Standard | $37.00 | $196.00 |
| Full-size | $40.00 | $212.00 |
| Premium | $45.00 | $239.00 |
| Minivan | $57.00 | $302.00 |
| Pickup truck/Cargo van | $45.00 | $239.00 |

Coverage: All rental locations in New Jersey, including Newark Liberty Airport (408 Route 1). If renting within 24 hours of flight arrival at Newark Liberty Airport, an additional 9.3% Port Authority surcharge will be added only at the 408 Route 1 location. ***New Jersey only:*** A $2.00 per day Homeland Security charge is added to each rental.

OFFICE HOURS: Except for airport locations, Enterprise rental locations are usually closed in the evening and on the weekends, or open only until noon on Saturdays. Be sure the rental location is open when you plan to pick up or return your rental vehicle.

# VICINITY OF CANADA BETHEL

Visitors are welcome to take a guided tour of the Canada Bethel during regular working hours, Monday through Friday, 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m., and Saturday morning from 8:00 a.m. to 12:00 noon. Complete tours of the branch facilities take approximately two hours.

Brothers who are coordinating charter groups are requested first to correspond by mail with the Tour Desk, Watch Tower Society, P.O. Box 4100, Georgetown, Ontario L7G 4Y4.

The following rates are subject to all applicable taxes. **All rates shown are in Canadian currency.**

**COURTYARD by MARRIOTT-MISSISSAUGA CN$65.00**
7015 Century Avenue
Mississauga, Ontario L5N 7K2
Phone: (905) 567-5566
Fax: (905) 567-1355
Free parking- Indoor pool-Exercise facilities
In-house café, serving only breakfast
Mini refrigerator- Microwave available by request
25 minutes to Canada Bethel

**DELTA MEADOWVALE RESORT CN$79.00**
6750 Mississauga Road
Mississauga, Ontario L5N 2L3
Phone: (905) 821-1981
Fax: (905) 542-6742
Free parking**—Please do not accept any charge for parking**
Indoor & outdoor pools—Exercise facilities—Restaurant
25 minutes to Canada Bethel, 15 minutes to airport

**FAIRFIELD INN & SUITES by MARRIOTT CN$65.00**
150 Westcreek Boulevard
Brampton, Ontario L6T 5V7
Phone: (905) 874-7177
Fax: (905) 450-5642
Free parking—Complimentary deluxe continental breakfast—Heated indoor pool and hot tub—Exercise facilities—Microwave—Mini refrigerator
30 minutes to Canada Bethel

**HAMPTON INN & SUITES—MISSISSAUGA CN$69.00**
2085 North Sheridan Way
Mississauga, Ontario L5K 2T2
Phone: (905) 823-8600
Fax: (905) 823-3800
Free parking—Complimentary buffet breakfast
Indoor pool—Exercise facilities
30 minutes to Canada Bethel
Just north of Queen Elizabeth Way on west side of Erin Mills Parkway

**HAMPTON INN & SUITES–TORONTO AIRPORT CN$69.00**
3279 Caroga Drive
Mississauga, Ontario L4V 1A3
Phone: (905) 671-4730
Fax: (905) 671-4739
Free parking—Complimentary buffet breakfast—Indoor pool—Exercise facilities—Complimentary shuttle to/from airport
30 minutes to Canada Bethel

**HOLIDAY INN SELECT—MISSISSAUGA CN$65.00***
2565 Argentia Road **SUITE CN$99.00****
Mississauga, Ontario L5N 5V4
Phone: (905) 542-2121
Fax: (905) 542-1916
Free parking—Indoor pool—Exercise facilities—Restaurant
25 minutes to Canada Bethel
*rooming for four consists of one king bed and one sofa bed; no regular rooms with two queens
**up to **six adults** may stay in the suite, consisting of two queen beds and one sofa bed; each suite has a fridge and a microwave

## THRIFTY CAR RENTAL (Canada Bethel only)

**The Watch Tower account number for Thrifty Car Rental is: 1660540761. Provide this number when you reserve a vehicle.** Renters of all vehicle types have unlimited kilometers up to a maximum of six days. After six days, kilometers are capped at 1,400 per week, and $0.18 per additional kilometer. There is no charge for additional drivers and no surcharge for drivers 21-24 years old. **All rates shown are in Canadian currency.**

| VEHICLE | DAILY | WEEKLY |
|---|---|---|
| Economy | CN$41.00 | CN$225.50 |
| Compact | CN$43.00 | CN$236.50 |
| Midsize | CN$45.00 | CN$247.50 |
| Full-size | CN$47.00 | CN$258.50 |
| Luxury | CN$59.00 | CN$324.50 |
| Minivan | CN$49.00 | CN$269.50 |
| SUV | CN$59.00 | CN$324.50 |

| Toronto | | Greater Toronto Area | |
|---|---|---|---|
| Parliament & Queen | (416) 868-0350 | Brampton | (905) 454-3396 |
| Eglinton & Yonge | (416) 482-1400 | Mississauga | (905) 897-1888 |
| Carlton & Jarvis | (416) 515-7700 | Orangeville | (519) 941-7471 |
| Bloor & Royal York | (416) 231-2217 | Bolton | (905) 951-7214 |
| Royal York Hotel | (416) 947-1385 | | |
| Eaton Centre | (416) 591-0861 | **Worldwide Reservations** | |
| Bay & Bloor | (416) 515-0366 | (800) FOR-CARS (367-2277) | |

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 1, 2009

TO ALL CONGREGATIONS

Re: Requesting *Sing to Jehovah* in printed format

Dear Brothers:

As announced at the "Keep on the Watch!" Conventions, we will begin to use the new songbook, *Sing to Jehovah,* at congregation meetings beginning the week of January 4, 2010. We are pleased to provide the following details on the various printed formats in which the songbook can be requested. To ensure that everyone receives a copy of the songbook by January 1, we are asking that congregations initially request only one printed songbook per person plus a few copies for stock. Each person may select one of the three formats. Congregations may ask for additional copies on future literature requests.

**English and Spanish printed editions:** *Sing to Jehovah* is available in three different formats in English and Spanish. These are: (1) regular size with musical notation; (2) large print with musical notation; and (3) large print, lyrics only.

**Other-language printed editions:** Printed editions of *Sing to Jehovah* in languages other than English and Spanish will be included in the monthly literature announcement as they become available. Congregations may submit requests for songbooks in those languages as soon as they appear on the announcement.

**Sign-language editions:** Details on sign-language editions of *Sing to Jehovah* will be provided at a later time.

This is truly an exciting development, and we look forward to using these new provisions to praise Jehovah with song.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

PS to coordinator of the body of elders:

At the first Service Meeting **AFTER** your congregation has attended its assigned convention, please arrange for an announcement to be made to the congregation that a letter on the above-noted subject has been posted on the information board. The songbooks will be listed on the jw.org Web site for entering congregation literature requests beginning September 14, 2009. Use item number 5337 when requesting the regular-size edition of *Sing to Jehovah.* Use item number 5437 when requesting the large-print edition. Use item number 5438 when requesting the large-print, lyrics-only edition.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 2, 2009

TO ALL CONGREGATIONS

Re: Requesting *Sing to Jehovah* in audio format

Dear Brothers:

As noted in the letter dated August 1, 2009, to all congregations, we will begin to use the new songbook, *Sing to Jehovah,* at congregation meetings beginning the week of January 4, 2010. Without doubt, all are eager to hear the new and revised songs and learn the words as soon as possible. We are pleased to inform you that the following items will be available for download on the jw.org Web site beginning September 14, 2009:

***Sing to Jehovah—Vocal Renditions*, Disc 1:** This item contains 17 orchestrated songs along with vocal accompaniment. It will be posted first in English, with various other languages being posted sometime thereafter.

***Sing to Jehovah—Piano Accompaniment:*** This item contains piano music for all 135 songs in the new songbook.

As an added feature, the posted MP3 and AAC files for both the vocal renditions and the piano accompaniment include the words for each song in the lyrics field of the downloaded file. The lyrics field can be displayed on most computer players and some handheld audio players. This feature will allow many not only to become familiar with the melodies but also to become familiar with the lyrics of the songs before they begin to be used at congregation meetings.

Additionally, the vocal renditions may be requested through your congregation as an audio CD, and the piano accompaniment may be requested as a set of audio CDs or as a single MP3 disc. Since the cost to download the files from the jw.org Web site is considerably less than that of producing and shipping physical discs, those who are able to download the files are encouraged to do so. The files on the site are of very good quality, and congregation elders may choose either to use the downloaded files at the meetings or to request discs, as local circumstances dictate.

We are pleased to inform you of these provisions and rejoice with you as they will aid us to "sing and make melody to Jehovah" all the more.—Ps. 27:6.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

PS to coordinator of the body of elders:

At the first Service Meeting **AFTER** your congregation has attended its assigned district convention, please arrange for an announcement to be made to the congregation that a letter on the above-noted subject has been posted on the information board. Use item number 2411 when requesting the vocal renditions on CD. Use item number 2407 when requesting the piano accompaniment on CD. Use item number 9422 when requesting the piano accompaniment on MP3.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 28, 2009

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Biannual literature inventory

Dear Brothers:

We are writing to provide a few reminders to assist literature-coordinating congregations with preparing the literature inventory count that should be submitted by September 14, 2009. The *Monthly Movement of Literature* (S-28) form has been updated and should be **printed from the jw.org Web site.** Since the order of items listed on the updated form corresponds to how they appear on the jw.org Web site, older versions of this form should not be used. Please record the figures in the column labeled "Originally on Hand." A separate literature inventory should be taken for English, Spanish, and the language of any foreign-language congregation sharing the Kingdom Hall. In addition, another inventory should be taken that combines all other foreign-language literature.

Since a separate *Monthly Movement of Literature* form should be used for each inventory specified above, the literature coordinator may print additional copies from the jw.org Web site as needed. The secretary of the literature-coordinating congregation or someone designated by him will then enter the on-hand figures from each *Monthly Movement of Literature* form onto the jw.org Web site using the *Inventory Reports* option under the "Request Literature" section of the *Congregation* tab. As noted above, this should be done no later than **September 14, 2009.**

Once the on-hand inventory quantities have been submitted, the *Maintain Current Inventory* page will automatically be updated with your latest figures. Quantities on this page are made visible to other congregations. This feature allows congregations to request needed items from surrounding congregations. After submitting your inventory, it would be good to verify what literature appears on the *Maintain Current Inventory* page and therefore is visible to other congregations. If you have an overstock of items that does not appear in the figures, these can be added. Additionally, if items appear that your congregation does *not* want to make available to other congregations, you can either reduce the quantity to show what you want to make available or you can reduce the quantity to "0." If the quantity is "0," it will not be visible to other congregations. The quantities of items you want to make available to other congregations should be kept up-to-date.

If there are questions regarding the submitting of the on-hand count or other features, the on-line help text of the jw.org Web site may be consulted. The on-hand literature figures should be entered on the site in September and March.

Thank you for your attention to these details. We send our warm Christian love.

Your brothers,
Christian Congregation
of Jehovah's Witnesses

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

September 13, 2009

TO ALL CONGREGATIONS

Re: Annual items for 2010

Dear Brothers:

We are pleased to inform you that congregations may begin submitting requests for the following items:

- *2010 Calendar of Jehovah's Witnesses*
- *Examining the Scriptures Daily—2010*
- *2010 Yearbook of Jehovah's Witnesses*
- *Watchtower Bound Volume 2009*
- *Awake! Bound Volume 2009*
- *Watchtower Library—2009*

A listing of the languages in which these items are available will appear in the monthly literature announcement.

Please note that *Watchtower Library—2009* is a provision for members of the congregation and is made available only through the congregation. Publishers who make extensive use of *Watchtower Library* and no longer use bound volumes should consider whether they need to request the bound volumes.

We send our warm Christian love and best wishes.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

PS to body of elders:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above-noted subject has been posted on the information board.

As a reminder, all annual items are considered special-request items. They should only be requested when specifically asked for by a publisher in the congregation. Quantities should not be submitted in anticipation of requests, but should reflect the actual quantity requested at the literature counter.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

October 3, 2009

TO ALL CONGREGATIONS

Re: Dealing with infectious disease

Dear Brothers:

Recently, some have expressed concern over the possibility of the H1N1 virus affecting our brothers. Whether or not there will be a significant outbreak of this virus remains to be seen. In any event, this letter is to provide spiritual reminders and practical direction in dealing with a sudden increase of any infectious disease in your area. We hope the answers to the following questions will prove helpful to you individually and as a congregation.

**What practical steps can I take to protect myself and others in the congregation?** We can demonstrate "practical wisdom" by following a few simple suggestions. (Prov. 3:21) The U.S. Centers for Disease Control and Prevention (CDC) states that the most effective way to reduce the spread of influenza is to avoid contact with individuals who are infected. Family heads should be alert to those in their family with flu-like symptoms, reminding them to limit contact with others so as to avoid infection. The person we may unwittingly infect could develop more serious complications than we may personally experience from the illness. Philippians 2:4 tells us that we should be "keeping an eye, not in personal interest upon just your own matters, but also in personal interest upon those of the others." For example, it is recommended that you sneeze or cough into a tissue or article of clothing, such as a shirt or blouse sleeve, to keep germs from becoming airborne. To limit exposure to the virus, wash your hands often with soap and water, and avoid touching your face as much as possible, especially your eyes, nose, and mouth. Additionally, we encourage you to review the reminders regarding hand washing on page 31 of the November 22, 1998, *Awake!* Also, congregation members would benefit by reading the article "Influenza—What We Know Now" on pages 7-9 of the December 22, 2005, *Awake!* This material may be used during Family Worship.

**How is my congregation activity going to be affected if there is a widespread outbreak of the virus in my area?** The majority of congregation members will no doubt follow the sound advice to temporarily avoid close contact with their brothers while they are contagious with any disease. (John 13:35) Whether we are at our meetings, in the field ministry, at work, at school, or in other day-to-day activities and we come in contact with someone who has influenza symptoms, we should keep an appropriate distance and follow with proper hygiene. During any time we are experiencing symptoms, we may be able to tie in by telephone for our meetings, or others may record them for us. Usually we can keep up with personal and Family Worship while ill. Other features of service, such as telephone witnessing and letter writing, can help us keep active and joyful in our ministry even if we have an illness.

While it is important that we take this matter seriously, as Jehovah's people our having clear insight as to the events occurring deep into the time of the end helps us not to overreact. One of the features of the sign that Jesus gave of the last days, recorded at Luke 21:11, included pestilence. Therefore, these events serve to strengthen our hope and faith that the new system of things is getting ever closer.—Luke 21:28, 31.

If you have any questions regarding this matter, we encourage you to speak with your local elders, who will be able to provide direction and spiritual comfort.

We pray for Jehovah's blessing to be upon all your efforts to serve him as "you keep listening to the voice of Jehovah your God."—Deut. 28:2; Prov. 10:22.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to body of elders:

Please arrange for the above letter to be read to the congregation at the first Service Meeting after its receipt. Thereafter, it should be posted on the information board. **(This postscript should not be posted on the board.)** During the next local needs part, the elder assigned should review the references and highlight the main points of the letter.

The purpose of this letter is to inform without raising undue alarm. Basic health care and hygiene are promoted. Please note that the primary responsibility for reducing the spread of the influenza virus is placed on the one infected. For example, there is admonition to stay at home when symptomatic for influenza. This will be a change in thinking and habits for some of our brothers. The discussion of the letter during the local needs part should be positive, focusing on concern for others.—Luke 10:27b.

At times the branch office receives calls requesting direction on whether meetings should be canceled because of schools in the local area closing. In such cases, we have encouraged the elders to pay close attention to the directions provided by the local city or county officials. Local information of this type can usually be found online through local news sources or at the city's or county's official Web site. If this information is not available, it may be necessary to make a telephone call to the city's or county's Department of Health. The decision on whether to have meetings should be made by the circuit overseer and the body of elders after carefully investigating the direction of the local officials. Of course, each publisher must decide whether to attend the meetings based on his personal concerns or circumstances.—Gal. 6:5.

By encouraging brothers and sisters and their children to apply the simple suggestions mentioned in the above letter, much can be accomplished to limit exposure to the H1N1 virus or other communicable diseases at our meetings, which are open to the public. However, if the local health officials *recommend* "no public assembly" in the community, we encourage you to consult with your circuit overseer to assess matters and make a decision as noted above. While we want to be sensitive to the possible threats, we should not be the first to shut down our meetings. Of course, if the authorities *mandate* that all public events should be temporarily canceled, we would cooperate with them.

We also would like to encourage you to consider what other practical steps could be taken to limit exposure to this illness. For example, please ensure that your Kingdom Hall is well equipped with supplies for hand washing to encourage good hygiene. Hand sanitizer dispensers can be made available in high traffic areas. However, hand sanitizing is not as effective as hand washing. Extra attention should be given to cleaning areas that receive greater human contact, like microphones, door handles, and countertops. After discussing these matters as a body, you may have additional ideas that are practical and reasonable that you will want to put into practice.

It is important to remember the need to shepherd members of the congregation who may get overwhelmed or concerned about the H1N1 virus. Since much attention is being focused on this matter, some of our brothers and sisters may become affected emotionally. As elders, we well know the importance of monitoring the physical and spiritual aspects of the congregation, but in such cases as diseases and disasters, extra consideration is needed to care for the emotional welfare of our brothers and sisters.—Ps. 55:22; 91:2; *w88* 11/15 pp. 21-24; *w88* 10/15 pp. 26-27.

We certainly appreciate the loving way in which you care for all the brothers and sisters. We pray that you may have “power beyond what is normal” to accomplish all that you do to care for Kingdom interests.—2 Cor. 4:7.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

October 4, 2009

TO ALL BODIES OF ELDERS

Re: 2010 Memorial invitations

Dear Brothers:

"Keep doing this in remembrance of me." (Luke 22:19) In harmony with Jesus' command, true Christians will gather to observe the Lord's Evening Meal on Tuesday evening, March 30, 2010. A new Memorial invitation has been prepared, and there will be a worldwide effort to invite as many as possible to attend. This special campaign will begin March 13 and extend through March 30. We encourage you to review the following information in an effort to plan for this campaign.

**Requesting invitations:** You should request enough invitations to cover your congregation territory for the campaign. Keep in mind the quantity of invitations that were *actually distributed* last year. We received reports that some congregations had a considerable number of invitations left over. So please carefully evaluate your need for invitations before placing your request with the literature coordinator. Throughout the entire campaign, publishers will be allowed to leave the invitations where no one is at home if the elders deem this to be practical.

The invitations will be available for distribution in a number of different languages. In addition to English and Spanish, they will be available in Albanian, Amharic, Arabic, Armenian, Bengali, Bulgarian, Cambodian, Chinese, Chinese (Simplified), Chuukese, Croatian, Czech, Finnish, French, German, Greek, Gujarati, Haitian Creole, Hindi, Hmong, Hungarian, Iloko, Indonesian, Italian, Japanese, Korean, Laotian, Low German, Macedonian, Malayalam, Marathi, Marshallese, Mixtec (Huajuapan), Mongolian, Myanmar, Nahuatl (Northern Puebla), Navajo, Nepali, Oromo, Persian, Polish, Portuguese, Punjabi, Romanian, Russian, Samoan, Serbian, Swahili, Tagalog, Tamil, Tarascan, Telugu, Thai, Tigrinya, Tongan, Turkish, Twi, Tzotzil, Ukrainian, Urdu, and Vietnamese. A specialized invitation with unique artwork highlighting that the talk will be given in sign language is also being prepared.

The branch office will calculate a quantity of invitations for each congregation based on the ratio of 120 per pioneer and 30 per publisher. As noted above, each congregation in the Kingdom Hall Literature Group should carefully consider whether this figure is appropriate for the needs of their congregation and inform the literature coordinator accordingly. If your congregation is sponsoring a foreign-language group, you may wish to request a supply of invitations in that language. If other languages are spoken in your territory, invitations may be requested in those languages as well.

The literature coordinator may view the proposed allotment calculated by the branch office in the "Request Literature" section of the jw.org Web site under the *Congregation* tab. After clicking the *View History* link he should click the *View History by Request Number* link and review the entries submitted by the branch office on "2009-10-05." He should compare the amount of invitations desired by each congregation in the literature group with the quantities listed on the

Web site. If the quantities listed on the Web site are too large, the amounts to be *canceled* should be entered in the spaces provided. If the quantities listed on the Web site are too small, the *Request by Item* link in the "Request Literature" section should be used to submit another request for the *additional* amounts needed**. Use item number 7680 for requesting invitations in the languages listed above.** Use item number 7690 for requesting specialized invitations with sign-language artwork.

Quantities for all congregations in the literature group will be combined and sent to the literature-coordinating congregation in cartons marked **"mi10."** When the shipment is received, the cartons should be opened to confirm the correct items were shipped. To facilitate distribution to each congregation in the literature group, individual congregation quantities will be itemized on the packing list. Copies for distribution to the field can be handed out to the publishers a week or two before the campaign is to begin. Any who have more than they can distribute may share their surplus with others who run out. No additional quantities will be sent if the congregation runs out before the campaign concludes. If during the campaign you find that you need more invitations, please check with neighboring congregations to see if they have a surplus that can be shared with your congregation.

We greatly appreciate your immediate action in determining the number of invitations needed. It is important that this information be received by the branch office from all literature-coordinating congregations no later than **October 20, 2009.**

**Labeling invitations:** The service overseer and territory servant will be responsible to ensure that the location and time of the Memorial are added to the invitations. Some congregations may choose to affix preprinted self-adhesive labels showing the time and place of the Memorial. (Instructions for obtaining labels and printing services will be available in the future in the *Supplier Arrangements* section of the jw.org Web site under the *Documents* tab. These instructions should be given to the service overseer and territory servant.) Other appropriate methods may also be used to insert such information.

The 2010 Memorial invitation includes an invitation to the special talk that will be given during the week of Monday, April 12, 2010. Those congregations having the visit of the circuit overseer or an assembly that weekend will have the special talk the following week. No congregation should have the special talk before April 12. In the designated location on the invitation, please be sure to indicate the date, time, and place of the special talk. If the Memorial talk and/or the special talk will be presented in sign language, this should also be noted on the labels.

**Territory coverage:** It is better to give the householder an invitation personally. However, as previously noted, publishers will be allowed to leave the invitations where no one is at home if the elders deem this to be practical. You may feel that it will not be possible for your congregation to cover all of its assigned territory in the time allowed. The elders may therefore decide to give priority to working the most productive territory. A nearby congregation may also offer to assist you with territory coverage. The objective is to do as much as possible within the designated time period. After Tuesday, March 30, the campaign will be completed, and publishers are to begin using the regular literature offer for the month. If your congregation works all of its territory or places its entire supply of this invitation before March 30, you may begin using the regular literature offer for the month.

We encourage you to make sure that the place where the Memorial is to be held, whether a Kingdom Hall or some other facility, is large enough to accommodate an anticipated peak attendance. This would also be an excellent opportunity for the elders to encourage new ones to consider sharing in the ministry as publishers.—*od* pp. 79-81.

This letter should be circulated to the elders. However, the Congregation Service Committee should meet and review these instructions as soon as this letter is received. They should determine the number of invitations needed and if copies should be requested in additional languages. Thereafter, they should ensure that these requests are submitted promptly to the literature coordinator. The literature coordinator should confirm by **October 20, 2009,** that the quantities calculated by the branch office on the jw.org Web site are appropriate for each congregation**.**

We are pleased to share this advance information with you, and we pray Jehovah's rich blessing upon this special campaign.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

October 5, 2009

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Schedule and review answer sheet for Theocratic Ministry School

Dear Brothers:

As announced in the October 2009 *Our Kingdom Ministry,* the yearly schedule for the Theocratic Ministry School will no longer appear in *Our Kingdom Ministry.* In view of this adjustment, effective immediately, the schedule should be printed from the *Forms* section of the jw.org Web site under the *Documents* tab. It is visible to all those who have the *View Forms—General* role. One copy of the schedule should be posted on the information board at the Kingdom Hall and another copy should be retained by the school overseer for his use in making assignments. Hard copies will not be provided by the branch office.

We also wish to inform you of an adjustment in how the review answer sheet for the Theocratic Ministry School will be provided. Rather than hard copies being sent with the monthly congregation statement mailing, effective immediately, the answer sheets should be printed from the *Forms* section of the jw.org Web site and then given to the school overseer. The answer sheets are only visible to those who have the *View Forms—Restricted* role.

As a reminder, an elder, preferably the coordinator of the body of elders, should check the jw.org Web site each week for new forms and letters. Please remember, too, that ministerial servants should not be given the *View Forms—Restricted* role or any *View Letters* role.

Thank you for noting these adjustments. We send our warm Christian love.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation file along with other letters related to the jw.org Web site.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 2, 2009

TO ALL CONGREGATIONS

Re: Study articles of *The Watchtower* on the jw.org Web site

Dear Brothers:

We are pleased to inform you that the study articles in the English edition of *The Watchtower* will be made available as PDF files in the public area of the jw.org Web site. This should be helpful to brothers who live in countries where their mother tongue is not spoken and who have difficulty obtaining their magazines in time for the *Watchtower* Study in their congregation. During the month of December 2009, English files for the issues of January 15, February 15, and March 15, 2010, will be posted on the site in two different formats. Thereafter, beginning with the issue of April 15, 2010, PDF files will be posted at the same time as the English audio files. The study articles in other languages will be added to the site as they become available. You will be able to print out the study articles in the following two formats.

The regular-size study articles for each issue will be in a single PDF file. The file will include a cover sheet with the publishers' information in the header, schedules from the original printed cover (study dates, titles, song numbers), and the "Purpose of Study Articles" text from page 2. Commercial artwork for which we do not have approval to distribute electronically will be replaced with a generic image. Also, any portion of a nonstudy article that shares the same page with part of a study article will be deleted.

Each issue of the large-print edition will be distributed in two PDF files to match the two parts of each issue of the printed edition of *The Watchtower—Large-Print*. This will require printing out 64 pages, but it will no doubt be helpful to brothers with poor eyesight.

Only the six current issues of the study edition of *The Watchtower* in both formats will be available on the jw.org Web site. The files will be removed after they have been available for six months.

We send our warm Christian love and best wishes.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

PS to coordinator of the body of elders:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above-noted subject has been posted on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 4, 2009

TO ALL CONGREGATIONS

Re: Audio recordings of the *Yearbook*

Dear Brothers:

You will be pleased to know that beginning with the *2010 Yearbook of Jehovah's Witnesses*, audio recordings of the *Yearbook* will be made available to the congregations. The English recordings are being offered in two different formats: standard compact disc and files that can be downloaded from the jw.org Web site. Files on the Web site will be available on January 1, 2010. The standard compact discs will begin to be shipped during February 2010.

As with all publications posted on the jw.org Web site, publishers who have access to the site are encouraged to download these recordings, since the cost to the organization is much less than producing physical discs. However, for those who do not have a means of obtaining these recordings from the site, requests for the standard CDs may be placed at this time.

We send our warm Christian love and best wishes.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

PS to coordinator of the body of elders:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above-noted subject has been posted on the information board.

Item number 4410 should be used when requesting *2010 Yearbook—On CD.*

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 10, 2009

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: *Request for Certificate of Insurance for Memorial* (TO-18)

Dear Brothers:

If you will be renting a facility for the upcoming Memorial and the owner of the facility requires evidence of insurance, please complete the *Request for Certificate of Insurance for Memorial* (TO-18) form that is available in the *Forms* section of the jw.org Web site under the *Documents* tab. The form should be returned to the Treasurer's Office using the methods listed on the form. It can be edited and e-mailed or printed and sent to the Treasurer's Office. If you are meeting in a Kingdom Hall you will not need a certificate of insurance.

The letter dated November 5, 2007, to all bodies of elders in the United States along with the *Guidelines for Securing a Memorial Facility* should be referenced and followed before any contracts are signed by the congregation and before a *Request for Certificate of Insurance for Memorial* is submitted. The requested certificate of insurance will be sent to the coordinator of the body of elders.

We pray that Jehovah will bless your preparations for this most important event of the year.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 27, 2009

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: Discontinuing production of *The Watchtower* and *Awake!* on compact disc in MP3 format

Dear Brothers:

The *Watchtower* and *Awake!* magazines in both MP3 and AAC audio formats are available for download in 20 languages from the jw.org Web site. This provision allows publishers to obtain the very latest copies of the magazines in audio format as soon as they are released to the public. Now that many are taking advantage of this provision by downloading the magazines in audio format, it has been decided that distribution of the English and Spanish *Watchtower* and *Awake!* on compact disc in MP3 format will be discontinued. The last English and Spanish compact discs in MP3 format that will be produced and sent to the congregations will be the issues of March 2010. They should arrive in the congregations sometime in the month of January 2010.

While *The Watchtower* and *Awake!* in regular compact-disc format will still be available, the cost to produce these is significantly higher than the cost for providing a downloadable file in MP3 or AAC format on the jw.org Web site. Therefore, we encourage all to make full use of the site for downloading the English and Spanish *Watchtower* and *Awake!* in audio formats, since this conserves dedicated funds.

We are notifying congregations of this adjustment in advance so that publishers can begin making alternative arrangements to obtain the magazines in MP3 format. Publishers can personally download the magazines in MP3 or AAC format from the jw.org Web site, or perhaps the congregation could make arrangements to have these audio files downloaded, transferred to physical medium, and then distributed for personal use to those without Internet access. This would be particularly important and helpful for older ones in the congregation who rely on these audio publications in electronic format.

Please be assured of our warm Christian love and greetings.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

PS to coordinator of the body of elders:

Please arrange for this letter to be read to the congregation at the first Service Meeting after its receipt. Thereafter, it should be posted on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 5, 2009

TO PUBLISHERS LEARNING ANOTHER LANGUAGE TO ADVANCE THE GOOD NEWS

Dear Brothers:

Jehovah's holy spirit is inciting his people to search out desirable ones in all language groups to share with them the good news in the Bible. (Hag. 2:7) You are seeing firsthand why Jesus urged his disciples to "beg the Master" for more Kingdom workers. (Matt. 9:36-38) So that you thrive spiritually as you serve in the foreign-language field, please consider the following.

**Learn the language and the culture:** Learning a new language cannot be left to chance. You must sense your personal responsibility to make progress. Follow a definite plan so that you can reach your full potential. Make it a habit to read aloud five to ten minutes each day. Reading the daily text will be helpful. Studying the language each day for 15 to 30 minutes often provides more benefits than longer study periods once or twice a week. Recall the Bible principle: "He that sows sparingly will also reap sparingly; and he that sows bountifully will also reap bountifully." (2 Cor. 9:6) One missionary noted: "There is little one can do to help the people without learning the language. This provides real incentive to study diligently." By adding a word or two to your vocabulary each day and then using those words, you will soon learn and know how to use a few hundred words.—*w08* 8/15 pp. 22-25; *g07* 03 pp. 10-12; *w06* 3/15 pp. 17-20.

Get involved in the theocratic activities of the congregation. Strive to preach in the new language weekly. Enroll in the Theocratic Ministry School so that you can learn how to express yourself well in the ministry. Participate freely in the meetings, even if your answer is only a simple one in the beginning. If you are intimidated by the language or are shy, remember that others overcame such challenges and you can too. (*yb00* p. 56; *w00* 6/1 pp. 20-25) If you become frustrated over not being able to express yourself, think about how far you have already progressed in your ability to share the good news in the new language. You will make even further progress as you ask Jehovah to bless your sincere, earnest efforts to glorify his name among the immigrant community.

Loving the brothers and building close friendships in the congregation will help you adapt to the new environment. (1 Cor. 13:1) Take into account their ideas, eating habits, and traditions. If you try to understand their point of view and their situation, you will readily gain friends and seldom offend others. On the other hand, do not promote culture. Stay focused on promoting the Kingdom and following theocratic direction. Such things are what truly unite our Christian brotherhood.—*jv* p. 220 par. 1.

**Keep your motives pure:** What motivates you to persevere in the foreign-language field? Likely it is your love for Jehovah and for people. Keeping in mind such honorable motives will help you to accept the fact that making mistakes is part of the learning process. There is no need to feel ashamed when it occurs. Do not take yourself too seriously. Display a sense of humor, being willing to laugh at your own mistakes. Be patient with yourself and be kind to others as you deal with the unexpected and uncomfortable situations that may arise. Keep in mind that

preaching the Kingdom good news is the important thing. By showing sincere personal interest and becoming an effective preacher and teacher in the new language, you will have a full share in whatever increase Jehovah gives.—*be* pp. 186-189.

**Be conscious of your spiritual need:** Your giving of yourself is no doubt bringing you much happiness. (Acts 20:35) Likely you better understand why the faithful and discreet slave is interested in helping people hear the good news in their mother tongue. Such interest also applies to you. Although basic Bible truths will be sounded down into your heart and mind again as you learn the new language, read and study the Bible in *your* mother tongue. Your ongoing program of spiritual training in your first language will help you stay strong spiritually.

**Be realistic:** What can you do if you are not grasping the language as you would like and are thinking about returning to a congregation of your mother tongue? Speak with an elder or mature friend. (Prov. 15:22) Such confidential talk can help you get a fresh view of what may be troubling you so that you can press ahead with a positive attitude. Ask yourself the following questions: Am I beginning to comprehend the congregation meetings? Do I participate at the meetings, making brief comments? Do I give understandable presentations in the ministry? Am I staying strong spiritually, cultivating the fruitage of the spirit, and working for the peace of the congregation?

If, after careful self-examination, you feel that it would be better to return to your former congregation, do not view your decision as a step backward in your spiritual progress. (Mic. 6:8) You will always cherish the experiences and the friendships you have gained by helping the foreign-language community come to know and serve Jehovah. If your circumstances change in the future, you may be able to serve in the foreign field once again.

Jehovah and his organization are supporting you as you take the initiative to imitate Jesus in conveying the Bible's message to "people of all sorts." (John 1:7) May He bless your self-sacrificing ways. We send our warm Christian love and best wishes.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 8, 2009

TO ALL BODIES OF ELDERS AND TRAVELING OVERSEERS

Re: Use of new songbook at circuit events and congregation meetings

Dear Brothers:

In connection with when we should begin to use our new songbook, please note the following clarifications:

**Circuit events:** We will begin using the new songbook, *Sing to Jehovah,* at circuit events beginning on **January 1, 2010.** Music from *Sing to Jehovah—Piano Accompaniment* will be used at the meeting conducted by the circuit and district overseer with the pioneers in conjunction with the circuit assembly. Therefore, new CDs for use at circuit assemblies and special assembly days during January through August 2010 have been mailed to Assembly Halls, to district overseers, and to circuit overseers in circuits that will meet in rented facilities. Please note that while the song numbers themselves will be the same ones used from September through December 2009, in most cases the song titles and melodies will be different. In view of this, it is felt that congregations holding their circuit assembly or special assembly day the weekend of January 2-3, 2010, or thereafter, should become familiar with the songs that have been selected as follows:

For this service year, the twelve songs that will be used at all two-day circuit assemblies are: 53, 32, 26, 47, 21, 50, 42, 19, 3, 48, 27, and 34. At all special assembly days, the six songs scheduled are: 29, 43, 13, 42, 35, and 4. In this regard, an announcement should be made to the congregation, preferably a month or so before your scheduled event.

**Congregation meetings:** We will begin using the new songbook at the Public Meeting and *Watchtower* Study the **week of December 28, 2009.** However, at the Congregation Bible Study, Theocratic Ministry School, and Service Meeting, usage of the new songbook will begin the **week of January 4, 2010,** as stated in previous correspondence.

In the event the new songbook has not arrived in the language of the congregation by the dates indicated above, the current songbook may be used and the elders should choose appropriate song numbers.

Please accept an expression of our warm Christian love.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Assembly Hall Committees
Assembly Hall overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 9, 2009

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: 2009 service year report

Dear Brothers:

How encouraged we were when the 2009 service year report for the United States branch territory was tabulated! Indeed, we continue to witness the speeding up of the ingathering work as foretold at Isaiah 60:22. Notice the following highlights from the report, which includes the work in Bermuda and the Turks and Caicos islands.

In the United States, an average of 1,096,502 publishers shared in the ministry each month, a 4 percent increase over 2008. This is the largest annual increase since the 1992 service year! An all-time peak in publishers was reached in August, with 1,154,275 reporting. A total of 230,075,885 hours were spent in the ministry, which is over 12 million more hours than 2008. Most encouraging was the fact that Bible studies increased 9 percent over the previous year, with an average of 657,544 being conducted. A new peak of regular pioneers was reached in December, with 119,108 reporting—almost 8,000 more than the previous peak. An average of almost 3 persons per congregation were baptized, or 34,739. And there is much potential for growth as over 50,000 more people attended the Memorial in 2009 than 2008—a total of 2,469,036. Bermuda, where the ratio of publishers to population is 1 to 138, enjoyed a new peak of 491 publishers, 5.1 percent more than their previous peak. The Turks and Caicos islands, where the ratio is 1 to 93, had a 19 percent increase in publishers, a 21 percent increase in hours, and a 20 percent increase in Bible studies. All are to be commended for their share in this fine report!

The passage of the past year has brought us one year closer to Armageddon, and there is much work to do before Jehovah brings an end to this wicked system of things. Since "the time left is reduced," we must continue preaching with urgency. (1 Cor. 7:29) We encourage you to maintain your focus on starting and conducting Bible studies. No doubt, the arrangement for congregations to designate one weekend day per month to focus on offering Bible studies is having a good effect. (*km* 12/08 p. 1) We are confident that Jehovah will continue to bless your efforts to "always offer to God a sacrifice of praise, that is, the fruit of lips which make public declaration to his name." (Heb. 13:15) Please accept a warm expression of our Christian love and best wishes.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to coordinator of the body of elders:

Please arrange for this letter to be read to the congregation by the service overseer or another elder at the first Service Meeting after its receipt. Thereafter, it should be posted on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 12, 2009

TO ALL BODIES OF ELDERS

Re: 2010 district convention handbills

Dear Brothers:

We are pleased to inform you that there will be a concerted global effort to advertise the 2010 district conventions. In this connection, publishers will again have opportunity to distribute a special handbill in the territory. This campaign will begin three weeks before your assigned district convention. Elders are encouraged to review the following information in an effort to plan for this campaign.

**Requesting handbills:** You should request enough handbills to cover your congregation territory for the campaign. Throughout the entire campaign, publishers will be allowed to leave the handbills where no one is at home if the elders deem this to be practical. No doubt the results of previous campaigns will assist you in determining the number of handbills to request. Many congregations have found that 120 handbills per pioneer and 30 handbills per publisher is an appropriate formula to use when making these requests.

The handbills will be available for distribution in a number of different languages. In addition to English and Spanish, they will be available in Arabic, Armenian, Chinese (Simplified), Chinese (Traditional), French, Greek, Hindi, Italian, Japanese, Korean, Persian, Polish, Portuguese, Russian, Tagalog, and Vietnamese. A specialized handbill with unique artwork highlighting that the convention will be presented in sign language is also being prepared.

Please specify the total number of handbills needed for your congregation. If your congregation is sponsoring a foreign-language group that will attend a convention or convention sessions in the group's language, you may wish to request a supply of handbills in that language.

As a result of the changes to the literature-coordinating arrangement described in the letter dated November 1, 2009, to all bodies of elders, **each** congregation is now responsible to submit the quantity of handbills needed using the jw.org Web site. **Use item number 7580 for requesting handbills in the languages listed above.** Use item number 7480 for requesting specialized handbills with sign-language artwork.

Quantities for all congregations in the Kingdom Hall Literature Group will be combined and sent to the ship-to congregation in cartons marked **"CO-sf10."** When the shipment is received, the cartons should be opened to confirm the correct items were shipped. To facilitate distribution to each congregation in the literature group, individual congregation quantities will be itemized on the packing list. Copies for distribution to the field can be handed out to the publishers a week or two before the campaign is to begin. Any who have more than they can distribute may share their surplus with others who run out. No additional quantities will be sent if the congregation runs out before the campaign concludes.

We greatly appreciate your immediate action in determining the number of handbills needed. This quantity should reflect the needs of your congregation only. Congregations should submit this

quantity using the jw.org Web site beginning **December 16, 2009.** It is important that this information be received by the branch office from all congregations no later than **January 18, 2010.**

**Labeling handbills:** The service overseer and territory servant will be responsible to ensure that the location, dates, and program times are added to the handbill. Some congregations may choose to affix pre-printed self-adhesive labels for this purpose. Other appropriate methods may also be used to insert such information. (Instructions for obtaining labels and printing services will be available in the future in the *Supplier Arrangements* section of the jw.org Web site under the *Documents* tab. These instructions should be given to the service overseer and territory servant.) You may wish to list the location, dates, and program times following the pattern shown below.

Assembly Hall of Jehovah's Witnesses
23 Unity Place
Newburgh, NY 12550

| | |
|---|---|
| Friday, July 9, 2010 | 9:20 a.m. to 4:55 p.m. |
| Saturday, July 10, 2010 | 9:20 a.m. to 4:55 p.m. |
| Sunday, July 11, 2010 | 9:20 a.m. to 3:40 p.m. |

**Territory coverage:** It is better to give the householder a handbill personally. However, as previously noted, publishers will be allowed to leave the handbills where no one is at home if the elders deem this to be practical. You may feel that it will not be possible for your congregation to cover all of its assigned territory in the time allowed. The elders may therefore decide to give priority to working the most productive territory. A nearby congregation may also offer to assist you with territory coverage. The objective is to do as much as possible within the designated time period. After the campaign is completed, publishers are to begin using the regular literature offer for the month. If your congregation works all of its territory or places its entire supply of handbills before the campaign is completed, you may begin using the regular literature offer for the month.

This letter should be circulated to the elders. However, the Congregation Service Committee should meet and review these instructions as soon as this letter is received. They should determine the number of handbills needed and if copies should be requested in additional languages. Thereafter, they should ensure that these requests are submitted using the jw.org Web site no later than **January 18, 2010.**

We are pleased to share this advance information with you, and we pray Jehovah's rich blessing upon this special campaign.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers




# Christian Congregation of Jehovah's Witnesses

2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100


December 18, 2009

TO ALL CONGREGATIONS

Re: April 1, 2010, special issue of *The Watchtower* and 2010 Memorial announcement

Dear Brothers:

We are pleased to inform you that the April 1, 2010, issue of *The Watchtower* will be a special issue featuring the cover series "The Man Who Changed the World—His Message and You." Since we will have just completed the observance of the Lord's Evening Meal and the literature offer for the month of April is *The Watchtower* and *Awake!,* all will want to make a special effort to give this issue a wide distribution throughout the territory. Please note the contents of this special issue of *The Watchtower.*

The cover series contains the articles "The Man Who Changed the World," "Jesus Christ—The Reach of His Message," "What Jesus Taught About Himself," "What Jesus Taught About God," "What Jesus Taught About God's Kingdom," and "Jesus Christ—His Message and You." Our regular features also direct attention to the life of Jesus in articles such as "Imitate Their Faith—He Learned Forgiveness From the Master," "Teach Your Children—Jesus Learned to Be Obedient," and "Draw Close to God—'Your Kingdom Will Certainly Be Steadfast.'" Along with the articles "Myth Versus Fact—The Truth About Jesus," "The Synagogue—Where Jesus and His Disciples Preached," and "Does the Bible Tell Us the Whole Story About Jesus?," the special issue contains an invitation to the special public discourse "Real Peace and Security—When?"

Additionally, arrangements are being made for all interested persons in attendance at the Memorial to receive a copy of the special issue of *The Watchtower.* In view of this increased activity during the month of April, the elders will ensure that a sufficient supply of the April 1, 2010, *Watchtower* and the April 2010 *Awake!* is requested from the branch office.

We pray that this special effort to focus on the life of Jesus Christ will build in all appreciation for his example and sacrifice and bring honor to Jehovah. May Jehovah bless your efforts in this endeavor. Please accept an expression of our warm Christian love.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

PS to body of elders:

Please arrange for this letter to be read to the congregation at the first Service Meeting after its receipt. Thereafter, page 1 of the letter should be posted on the information board. **This post-script should not be posted on the information board.**

The service overseer should ensure that sufficient extra copies of the April 1, 2010, *Watchtower* and the April 2010 *Awake!* are requested from the branch office in preparation for the literature offer for the month of April. (An additional supply of the special issue of *The Watchtower* may also be needed to ensure that a sufficient quantity is on hand the night of the Memorial.) All such requests should be submitted as "special requests" and should be received at the branch office by January 11, 2010.

As noted in the letter to the congregation, a special announcement should be made to all those in attendance at the Memorial. In this connection, please adhere to the following procedure. The chairman is to begin the meeting with brief comments and invite all in attendance to join in singing the opening song. The chairman (or perhaps another qualified elder assigned in advance) will open the meeting with prayer. He will then introduce the speaker. After the talk, the chairman will read the prepared announcement and then announce the concluding song. He will usually call on the speaker to offer the closing prayer.

**ANNOUNCEMENT**

We are so pleased that you arranged your affairs to be here this evening for the annual observance of the Lord's Evening Meal! No doubt the Bible-based discourse that you just heard has stirred in you appreciation for the ransom sacrifice—a provision made possible by the great love that Jehovah God and Jesus Christ have for mankind. But you may have other questions about God's purpose and how you and your loved ones can benefit from it. Jehovah's Witnesses will be delighted to help you. They offer free personal Bible studies, using the book *What Does the Bible Really Teach?* If you would like someone to visit you to demonstrate such a study, please speak to one of the attendants. Arrangements will be made for a qualified minister to visit you at a time and place that is convenient for you. In addition, before you leave, please pick up a copy of the April 1, 2010, issue of *The Watchtower,* entitled "The Man Who Changed the World—His Message and You." Every article in this issue relates to Jesus Christ. We would also like to invite you to attend a special Bible discourse that will be given on [state the date, time, and location of the meeting]. That talk, to be presented worldwide by Jehovah's Witnesses, is entitled "Real Peace and Security—When?" We warmly encourage you to attend this important program.

# 2010 BETHEL VISITORS LODGING AND CAR RENTAL LIST

**To Make a Reservation**

- ☑ Call the hotel during regular business hours (9 a.m. – 5 p.m. ET) and inform them you would like to make a reservation.
- ☑ Identify yourself as one of Jehovah's Witnesses and state the date(s) for which you would like a reservation.
- ☑ If the reduced rate *is* available, be sure to obtain a confirmation number. Keep your first reservation. (Matt. 5:37) If you must cancel a reservation, do so as early as possible. Be sure to obtain a cancellation number.
- ☑ If the reduced rate *is not* available, you can either ask when it is available or call another hotel on the list. **Please do not accept a higher rate.**
- ☑ If you plan on arriving after 6 p.m., you should guarantee the reservation with one night's deposit (credit card, check, or money order).

**Reminders**

- ❖ THIS LIST IS CONFIDENTIAL AND FOR YOUR USE ONLY. PLEASE DO NOT MAKE COPIES OF THIS LIST OR DISCLOSE ANY OF ITS INFORMATION TO HOTEL PERSONNEL.
- ❖ Except where indicated, hotel rates are valid from January 1 through December 31, 2010. Rates are subject to all applicable taxes.
- ❖ At certain times a hotel will not offer the special rate, even when rooms are available at a higher rate. This is the hotel's prerogative.
- ❖ Unless otherwise noted, all room rates are based on occupancy of no more than four (4) persons per room. Fire regulations require that you not exceed the number of adults that the list allows for each hotel room. Please adhere to this requirement.
- ❖ Advance deposits are required at most hotels if you represent a group needing 10 or more rooms.
- ❖ Since your arrangements are made directly with the hotel, you are responsible for any problems, errors, or difficulties that may arise. If you encounter a serious problem with a particular hotel or car rental on this list, you may contact the Central Tour Desk at Patterson by calling (845) 306-1000.

## VICINITY OF BROOKLYN, NEW YORK

### NEW YORK CITY

**COURTYARD by MARRIOTT LA GUARDIA AIRPORT** **$125.00**
90-10 Grand Central Parkway
East Elmhurst, NY 11369
Phone: (718) 446-4800
Fax: (718) 446-4886
Free parking—Indoor pool—Restaurant—Complimentary shuttle to/from La Guardia Airport— Public transportation available
25 minutes to Brooklyn

**COURTYARD by MARRIOTT UPPER EAST SIDE** **$142.00**
410 East 92 Street
New York, NY 10128
Phone: (212) 410-6777
Fax: (212) 930-7615
Indoor pool—Restaurant—Public parking & transportation available
20 minutes to Brooklyn

**CROWNE PLAZA** **$130.00**
104-04 Ditmars Boulevard
East Elmhurst, NY 11369
Phone: (718) 457-6300
Fax: (718) 672-8295
Free parking—Indoor pool—Restaurant—Complimentary shuttle to/from La Guardia Airport—Public transportation available
25 minutes to Brooklyn

**DAYS INN*** **1-2 Adults $89.00**
31-36 Queens Boulevard **3 Adults $94.00**
Long Island City, NY 11101 **4 Adults $99.00**
Phone: (718) 433-0077
Fax: (718) 433-0079
Children 18 years of age and under are free
Limited parking—Mini-refrigerator/Microwave oven—Complimentary continental breakfast—Public transportation available **No bus groups. Limited amount of double-bedded rooms.*
20 minutes to Brooklyn

**HOLIDAY INN EXPRESS*** **1-2 Adults $89.00**
279 Butler Street **3 Adults $94.00**
Brooklyn, NY 11201 **4 Adults $99.00**
Phone: (718) 855-9600
Fax: (718) 855-9605
Children 18 years of age and under are free
Limited parking—Complimentary continental breakfast—Public transportation available **No bus groups. Limited amount of double-bedded rooms.*
20 minutes to Brooklyn

**HOTEL PENNSYLVANIA** **$85.00**
401 7th Avenue
New York, NY 10001
Phone: (800) 223-8585 (Reservations)
Phone: (212) 736-5000
Fax: (212) 502-8153
Restaurants—Public parking & transportation available—***Accept reservations only on floors, 4, 5, 9, 10, and 13***
25 minutes to Brooklyn

**MARRIOTT BROOKLYN BRIDGE** **$152.00**
333 Adams Street
Brooklyn, NY 11201
Phone: (718) 246-7000
Fax: (718) 246-0563
Indoor pool—Restaurant—Public parking & transportation available
5 minutes to Brooklyn

**MARRIOTT DOWNTOWN** **$152.00**
85 West Street
New York, NY 10006
Phone: (212) 385-4900
Fax: (212) 385-9174
Indoor pool—Restaurants—Public parking & transportation available
10 minutes to Brooklyn

**MARRIOTT EASTSIDE** **$155.00**
525 Lexington Avenue
New York, NY 10017
Phone: (212) 755-4000
Fax: (212) 751-3440
Restaurants—Public parking & transportation available
15 minutes to Brooklyn

**MARRIOTT LA GUARDIA AIRPORT** **$133.00**
102-05 Ditmars Boulevard
East Elmhurst, NY 11369
Phone: (718) 565-8900
Fax: (718) 899-0764
Free parking—Restaurant —Complimentary shuttle to/from La Guardia Airport—Public parking & transportation available
25 minutes to Brooklyn

**SLEEP INN*** **1-2 Adults $89.00**
247 49th Street **3 Adults $94.00**
Brooklyn, NY 11220 **4 Adults $99.00**
Phone: (718) 748-6400
Fax: (718) 748-6401

Children 18 years of age and under are free

Limited parking—Mini-refrigerator/Microwave oven—Complimentary continental breakfast—Public transportation available. **No bus groups. Limited amount of double-bedded rooms.*
20 minutes to Brooklyn

## NEW JERSEY

**CLINTON INN HOTEL** **$77.00**
145 Dean Drive
Tenafly, NJ 07670
Phone: (201) 871-3200
Fax: (201) 568-1758
Free parking—Restaurant
30 minutes to Brooklyn; 5 minutes to Englewood Hospital & Medical Center New Jersey

**COUNTRY INN & SUITES** **$78.00**
100 Glimcher Realty Way
Elizabeth, NJ 07201
Phone: (908) 282-0020
Fax: (908) 965-0954
Free parking—Indoor pool—Complimentary continental breakfast—Public transportation available—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**COURTYARD by MARRIOTT** **$75.00**
87 Glimcher Realty Way
Elizabeth, NJ 07201
Phone: (908) 436-9800
Fax: (908) 436-9888
Free parking—Café—Public transportation available—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**COURTYARD by MARRIOTT** **$74.00**
1 Polito Avenue
Lyndhurst, NJ 07071
Phone: (201) 896-6666
Fax: (201) 896-1309
Free parking—Indoor pool—Restaurant—Public transportation available
35 minutes to Brooklyn

**COURTYARD by MARRIOTT** **$79.00**
100 Chestnut Ridge Road
Montvale, NJ 07645
Phone: (201) 391-7700
Fax: (201) 391-6648
Free parking—Outdoor pool—Restaurant
40 minutes to Brooklyn, 65 minutes to Wallkill

**COURTYARD by MARRIOTT** **$75.00**
600 Route 1 & 9 South
Newark, NJ 07114
Phone: (973) 643-8500
Fax: (973) 648-0662
Free parking—Indoor pool— Restaurant—Complimentary shuttle to/from Newark Liberty Airport
30 minutes to Brooklyn

**FAIRFIELD INN & SUITES** **$69.00**
850 Route 120
East Rutherford, NJ 07073
Phone: (201) 507-5222
Fax: (201) 507-0744
Free parking—Indoor pool—Complimentary continental breakfast
40 minutes to Brooklyn

**FAIRFIELD INN & SUITES** **$73.00**
618-50 Route 1 & 9 South
Newark, NJ 07114
Phone: (973) 242-2600
Fax: (973) 242-6560
Free parking—Indoor pool—Complimentary continental breakfast—Complimentary shuttle to/from Newark Liberty Airport
30 minutes to Brooklyn

**HAMPTON INN NEWARK AIRPORT** **$76.00**
1128-38 Spring Street
Elizabeth, NJ 07201
Phone: (908) 355-0500
Fax: (908) 355-4343
Free parking—Mini-refrigerator/Microwave oven—Deluxe complimentary continental breakfast— Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**HILTON GATEWAY** **$84.00**
1 Gateway Center at Raymond Blvd.
Newark, NJ 07102
Phone: (973) 622-5000
Fax: (973) 824-2188
Indoor pool—Restaurants—Complimentary shuttle to/from Newark Liberty Airport—Public parking & transportation via NJ PATH train available—Enterprise rental location
25 minutes to Brooklyn

**HOLIDAY INN MEADOWLANDS** **$73.00**
283 Route 17 South
Hasbrouck Heights, NJ 07604
Phone: (800) 438-8687 (Reservations)
Phone: (201) 288-9600
Fax: (201) 288-4527
Free parking—Outdoor pool—Restaurant—Public transportation available
40 minutes to Brooklyn

**HOLIDAY INN EXPRESS** **$76.00**
2600 Tonnelle Avenue
North Bergen, NJ 07047
Phone: (201) 866-0400
Fax: (201) 865-7448
Free parking—Outdoor pool—Mini-refrigerator/Microwave oven—Complimentary continental breakfast—Public transportation available
25 minutes to Brooklyn

**LA QUINTA INN** **$68.00**
265 Route 3 East
Clifton, NJ 07014
Phone: (800) 524-1089 (Reservations)
Phone: (973) 778-6500
Fax: (973) 778-8724
Free parking—Indoor pool—Restaurant—Complimentary continental breakfast
40 minutes to Brooklyn

**LA QUINTA INN** **$66.00**
38 Two Bridges Road
Fairfield, NJ 07004
Phone: (800) 524-1089 (Reservations)
Phone: (973) 575-1742
Fax: (973) 575-9567
Free parking—Indoor pool—Complimentary continental breakfast—Restaurants (nearby)
50 minutes to Brooklyn, 85 minutes to Wallkill

**LA QUINTA INN** **$55.00**
1830 Route 23 & Ratzer Road
Wayne, NJ 07470
Phone: (800) 524-1089 (Reservations)
Phone: (973) 696-8050
Fax: (973) 696-0682
Free parking—Restaurant—Complimentary continental breakfast
55 minutes to Brooklyn, 80 minutes to Wallkill

**MARRIOTT HOTEL** **$84.00**
Newark Liberty International Airport
Newark, NJ 07114
Phone: (800) 228-9290 (Reservations)
Phone: (973) 623-0006
Fax: (973) 504-6197
Parking $5.00—Restaurants—Indoor & outdoor pool — Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**MEADOWLANDS PLAZA** **$66.00**
40 Wood Avenue
Secaucus, NJ 07094
Phone: (201) 272-1000
Fax: (201) 272-1002
Free parking—Restaurant
30 minutes to Brooklyn

**RAMADA HOTEL** **$64.00**
120 Evergreen Place
Interstate 280, Exit 12A
East Orange, NJ 07018
Phone: (973) 677-3100
Fax: (973) 677-2630
Free parking—Complimentary continental breakfast
35 minutes to Brooklyn

**RENAISSANCE NEWARK AIRPORT HOTEL** **$77.00**
1000 Spring Street
Elizabeth, NJ 07201
Phone: (908) 436-4600
Phone: (866) 234-7535
Fax: (908) 436-4610
Free Parking—Indoor pool—Restaurant—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**RESIDENCE INN BY MARRIOTT** **$84.00**
83 Glimcher Realty Way
Elizabeth, NJ 07201
Studio rooms only
Phone: (908) 352-4300
Fax: (908) 352-4344
Free parking—Indoor pool—Complimentary full buffet breakfast—Kitchenette w/refrigerator and stove—Public transportation available—Complimentary shuttle to/from Newark Liberty Airport and Jersey Gardens Mall
35 minutes to Brooklyn

**SHERATON NEWARK AIRPORT HOTEL** **$84.00**
128 Frontage Road
Newark, NJ 07114
Phone: (973) 690-5500
Fax: (973) 589-6223
Free parking—Restaurants—Indoor pool—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**SPRINGHILL SUITES NEWARK AIRPORT** **$78.00**
652 Route 1 & 9 South
Newark, NJ 07114
Phone: (888) 887-8123 (Reservations)
Phone: (973) 624-5300
Fax: (973) 242-6560
Free parking—Indoor pool—Mini-refrigerator/Microwave oven—Complimentary deluxe continental breakfast—Complimentary shuttle to/from Newark Liberty Airport
30 minutes to Brooklyn

## VICINITY OF PATTERSON, NEW YORK

**COURTYARD by MARRIOTT** **$73.00**
17 Westgate Drive
Interstate 84, Exit 13N
Fishkill, NY 12524
Phone: (845) 897-2400
Fax: (845) 897-2274
Free parking—Indoor pool—Restaurants (nearby)
30 minutes to Patterson, 40 minutes to Wallkill

**ETHAN ALLEN HOTEL** **$75.00**
Interstate 84, Exit 4
Danbury, CT 06811
Phone: (800) 742-1776
Phone: (203) 744-1776
Fax: (203) 791-9673
Free parking—Outdoor pool—Restaurant
20 minutes to Patterson

**HAMPTON INN FISHKILL** **$75.00**
544 Route 9
Fishkill, NY 12524
Phone: (845) 896-4000
Fax: (845) 896-2799
Free parking—Indoor pool—Mini-refrigerator—Microwave oven—Deluxe complimentary continental breakfast—Restaurants nearby
30 minutes to Patterson, 40 minutes to Wallkill

**HILTON GARDEN INN** **$69.00**
119 Mill Plain Road
Danbury, CT 06811
Phone: (203) 205-2000
Fax: (203) 205-2001
Free parking—Indoor pool—Mini-refrigerator/Microwave oven—Restaurant
20 minutes to Patterson

**HILTON GARDEN INN** **$69.00**
21 Westgate Drive
Fishkill, NY 12524
Phone: (845) 896-7100
Fax: (845) 896-7111
Free parking—Indoor pool—Mini-refrigerator/Microwave oven—Restaurant
20 minutes to Patterson, 40 minutes to Wallkill

**HOLIDAY INN FISHKILL** **$73.00**
542 Route 9
Fishkill, NY 12524
Phone: (845) 896-6281
Fax: (845) 896-5410
Free parking—Outdoor pool—Restaurant
30 minutes to Patterson, 40 minutes to Wallkill

**MARON HOTEL & SUITES** **$67.00**
42 Lake Avenue Extension
Interstate 84, Exit 4
Mill Plain Road
Danbury, CT 06811
Phone: (203) 791-2200
Fax: (203) 791-2201
Free parking—Restaurant—Mini-refrigerator/Microwave oven—Complimentary continental breakfast
20 minutes to Patterson

**MARRIOTT WESTCHESTER** **$64.00**
670 White Plains Road
Tarrytown, NY 10591
Phone: (914) 631-2200
Fax: (914) 631-7819
Free parking—Indoor pool—Restaurants
50 min. to Brooklyn, 45 min. to Patterson, 80 min. to Wallkill

**PATTERSON INN** **$40.00-60.00***
50 Watchtower Drive (Route 22)
Patterson, NY 12563
Phone: (845) 306-3500
Fax: (845) 306-3501
Email: PattersonInn@jw.org
Free parking—Kitchenette—Refrigerators & microwave ovens
***Suggested donation — Please submit requests through your Congregation Service Committee

**QUALITY INN & SUITES** **$62.00**
78 Federal Road
Danbury, CT 06810
Phone: (877) 743-6702
Phone: (203) 743-6701
Fax: (203) 743-1825
Free parking—Indoor pool—Restaurant—Complimentary continental breakfast
25 minutes to Patterson

**QUALITY INN & SUITES** **$70.00**
849 Route 52
Interstate 84, Exit 12
Fishkill, NY 12524
Phone: (845) 897-9300
Fax: (845) 897-9301
Free Parking—Complimentary continental breakfast—Restaurant nearby
30 minutes to Patterson, 40 minutes to Wallkil

**SPRINGHILL SUITES DANBURY** **$74.00**
30 Old Ridgebury Road
Danbury, CT 06810
Phone: (203) 744-7333
Fax: (203) 744-7555
Free parking—Mini-refrigerator/Microwave oven—Complimentary deluxe continental breakfast
20 minutes to Patterson

# VICINITY OF WALLKILL, NEW YORK

PLEASE NOTE: A few hotels in the vicinity of Brooklyn and Patterson are also listed with driving times to Wallkill. You may want to consult those if the hotels shown below do not have availability.

**COMFORT INN** **$65.00**
5 Lakeside Road
Newburgh, NY 12550
Phone: (845) 567-0567
Fax: (845) 567-0582
Free parking—Outdoor pool—Complimentary continental breakfast—Restaurants (nearby)
30 minutes to Wallkill, 40 minutes to Patterson

**DOUBLETREE HOTEL** **$72.00**
180 Route 17 South
Mahwah, NJ 07430
Phone: (201) 529-5880
Fax: (201) 529-4767
Free parking—Indoor pool—Restaurant—Enterprise rental location
1 hour to Brooklyn, 1 hour to Wallkill, 75 min. to Patterson

**HAMPTON INN** **$77.00**
20 Crystal Run Crossing
Route 17, Exit 122
Middletown, NY 10941
Phone: (845) 344-3400
Fax: (845) 344-3403
Free parking—Outdoor heated pool—Deluxe complimentary continental breakfast
25 minutes to Wallkill

**HARVEST INN MOTEL** **$59.00**
95 Boniface Drive
Pine Bush, NY 12566
Phone: (800) 538-4667
Phone: (845) 744-5700
Fax: (845) 744-6147
Free parking—Outdoor pool—Restaurant (nearby)
10 minutes to Wallkill

**HOLIDAY INN & CONFERENCE CENTER** **$73.00**
3 Executive Boulevard
Interstate 87, Exit 14B
Suffern, NY 10901
Phone: (845) 357-4800
Fax: (845) 918-1475
Free parking—Indoor pool—Restaurants—Complimentary continental breakfast
1 hour to Brooklyn, 1 hour to Wallkill, 75 min. to Patterson

**HOMEWOOD SUITES HOTEL NEWBURGH** **1-2 Adults $79.00**
180 Breunig Road **3 Adults $89.00**
New Windsor, NY 12553 **4 Adults $99.00**
Phone: (845) 567-2700
Fax: (845) 567-2703
Children 18 years of age and under are free
Free parking—Indoor pool—Deluxe complimentary continental breakfast—Full kitchen—King-bedded rooms with sofa sleeper and studio suites available.
30 minutes to Wallkill, 40 minutes to Patterson

**HOWARD JOHNSON INN** **$65.00**
95 Route 17K
Interstate 87, Exit 17
Newburgh, NY 12550
Phone: (845) 564-4000
Fax: (845) 564-0620
Free parking—Restaurant—Complimentary continental breakfast
30 minutes to Wallkill, 40 minutes to Patterson

**MICROTEL INN & SUITES** **$70.00**
19 Crystal Run Crossing
Route 17, Exit 122
Middletown, NY 10941
Phone: (845) 692-0098
Fax: (845) 692-0078
Free parking—Complimentary continental breakfast—Restaurants (nearby)
25 minutes to Wallkill

**RAMADA INN & SUITES** **$70.00**
1289 Route 300
Newburgh, NY 12550
Phone: (845) 564-4500
Fax: (845) 564-4524
Free parking—Outdoor pool—Restaurant— Complimentary continental breakfast—Complimentary shuttle to/from Stewart Airport
30 minutes to Wallkill, 40 minutes to Patterson

**SUPER 8 MOTEL** **$54.00**
563 Route 211 East
Route 17, Exit 120
Middletown, NY 10940
Phone: (845) 692-5828
Fax: (845) 692-5828
Free parking—Complimentary toast bar—Restaurants (nearby)
20 minutes to Wallkill

**SUPER 8 MOTEL** **$54.00**
207 Montgomery Road
Interstate 84, Exit 5
Montgomery, NY 12549
Phone: (845) 457-3143
Fax: (845) 457-3143
Free parking—Complimentary toast bar
25 minutes to Wallkill, 45 minutes to Patterson

**SUPER 8 MOTEL** **$54.00**
1287 Route 300
Interstate 87, Exit 17
Newburgh, NY 12550
Phone: (845) 564-5700
Fax: (845) 564-7338
Free parking—Complimentary toast bar—Restaurant (nearby)
30 minutes to Wallkill, 40 minutes to Patterson

# AUTOMOBILE RENTAL

**Automobile Rental Instructions and Reminders**

- ❖ All rates shown are valid through December 31, 2011.
- ❖ When calling, identify yourself as one of Jehovah's Witnesses or a visitor to the Watchtower facilities.
- ❖ You must be at least 21 years of age, show a valid driver's license, and provide a credit card in your own name.
- ❖ When parking the vehicle during your rental, remove personal belongings from view (either take them with you or place them in the trunk).
- ❖ Additional qualifications will apply if using a debit card or cash.

**Vehicle Inspection Checklist–Before You Leave the Car Rental Lot**

- ☑ Carefully read the Rental Agreement before you sign it.
- ☑ Inspect the vehicle for any damage, or you may be liable for pre-existing damages when you return the vehicle. Look for chips or cracks in the glass, dents, missing items (hubcaps, gas caps, etc.).
- ☑ Report any damage to the representative **before** you leave, having the items noted on your Rental Agreement.

## ENTERPRISE RENT-A-CAR

The Watchtower corporate ID number for Enterprise rentals is: FFC1700. Provide this number when you reserve a vehicle. In addition to the local numbers for each area, reservations can also be made by calling (800) 593-0505 or online at www.enterprise.com. (Use the corporate ID number FFC1700 and enter the 3 digit PIN "WAT") Ask for, or note, the total estimated charges including sales tax.

If renting from the Newark Liberty, John F. Kennedy, or LaGuardia airport locations, a 9.3% airport access fee will be added.

To supplement the minimum financial responsibility provided by Enterprise, renter may purchase optional Supplemental Liability Protection (SLP) from Enterprise (**New York State, Connecticut, or New Jersey**: $12.99 per day), which provides coverage up to $1,000,000 in the event of a claim.

*Collision Damage Waiver (*CDW*) is not included in Connecticut or New Jersey, though renter may:*

1) Purchase CDW from Enterprise (**Connecticut:** $19.99 per day; **New Jersey:** $16.99 per day).
2) Use a credit card that offers CDW insurance.
3) Renter's personal automobile insurance, if transferable, may cover in full.

*Damage Waiver (DW) is not included in New York State, though renter may:*

1) Purchase DW from Enterprise ($8.99 per day for cars up to a Premium, including Minivans; $11.99 per day for Premium, and SUV).
2) Use a credit card that offers DW insurance.
3) Renter's personal automobile insurance, if transferable, may cover in full.

Renter must report any accident to the police and provide Enterprise with an Accident Information Exchange Form within 24 hours of an accident.

Renters of Economy, Compact, Mid-size, Standard, Full-size, Premium, and Luxury vehicles have unlimited mileage within the tri-state area (New York, New Jersey, and Connecticut). When traveling outside the tri-state area, or when renting a Minivan, vehicle mileage will be capped at 200 free miles per day, and $.20 each additional mile thereafter. The 200 free miles per day are cumulative, that is, a 7-day rental will allow 1,400 miles total, etc.

Free of charge, Enterprise will pick up renters and bring them to the rental location and provide a drop-off service after the rental vehicle is returned, within the region of each rental location. It is preferred that rented vehicles be returned to the location from which they were rented, although Enterprise will allow vehicles to be returned to a different rental location ***in the same region*** without a drop charge. ***Each*** of the following constitutes a separate rental region: Brooklyn/Queens; Bronx; Manhattan; Staten Island; New Jersey; Connecticut; upstate New York. A drop charge will be assessed for a rental returned to a different region. Complimentary shuttles are available from La Guardia, JFK, and Newark Liberty airports to the airport rental location.

## Brooklyn • Queens • Bronx • Manhattan • Staten Island

290 Livingston Street
Brooklyn, NY 11217
Phone: (718) 488-8800
Fax: (718) 488-8915

| | DAILY | WEEKLY |
|---|---|---|
| Compact | $44.00 | $233.00 |
| Intermediate | $48.00 | $254.00 |
| Standard | $52.00 | $276.00 |
| Full-size | $56.00 | $297.00 |
| Premium | $60.00 | $318.00 |
| Minivan | $66.00 | $350.00 |
| Pickup truck/Cargo van | $54.00 | $286.00 |

Coverage: All rental locations in the five New York City boroughs, including La Guardia and JFK airports.

## Upstate New York

1600 Route 22
Brewster, NY 10509
Phone: (845) 278-0211

Route 17M/Bates Gates Rd.
New Hampton, NY 10958
Phone: (845) 374-5010

63 Route 17K
Newburgh, NY 12550
Phone: (845) 562-3311

| | DAILY | WEEKLY |
|---|---|---|
| Economy/Compact | $35.00 | $186.00 |
| Intermediate | $37.00 | $196.00 |
| Standard | $40.00 | $212.00 |
| Full-size | $43.00 | $228.00 |
| Premium | $51.00 | $270.00 |
| Minivan | $58.00 | $307.00 |
| Pickup truck/Cargo van | $48.00 | $254.00 |

Coverage: Over 13 additional locations including but not limited to, Albany (ALB), Kingston, Poughkeepsie, Schenectady, Troy, Wappingers Falls, and White Plains (HPN) .

## Connecticut

2 Prindle Lane
Danbury, CT 06810
Interstate 84, Exit 2
Phone: (203) 743-1112
Fax: (203) 748-5855

| | DAILY | WEEKLY |
|---|---|---|
| Economy/Compact | $34.00 | $180.00 |
| Intermediate | $36.00 | $191.00 |
| Standard | $38.00 | $201.00 |
| Full-size | $41.00 | $217.00 |
| Premium | $43.00 | $228.00 |
| Minivan | $55.00 | $292.00 |
| Pickup truck/Cargo van | $46.00 | $244.00 |

Coverage: Over 15 additional locations including but not limited to, Bridgeport, New Haven, New Milford, Ridgefield, Stamford, and Windsor Locks (BDL). ***Connecticut only:*** A $1.00 per day state tourism fee and a 3% state surcharge are added to each rental.

## New Jersey

832 Communipaw Ave.
Jersey City, NJ 07304
Phone: (201) 434-2424
Fax: (201) 434-2524

162 US Hwy 1 and 9
Newark, NJ 07114
Phone: (973) 242-3400
Fax: (973) 242-3270

| | DAILY | WEEKLY |
|---|---|---|
| Economy/Compact | $34.00 | $180.00 |
| Intermediate | $36.00 | $191.00 |
| Standard | $38.00 | $201.00 |
| Full-size | $41.00 | $217.00 |
| Premium | $46.00 | $244.00 |
| Minivan | $58.00 | $307.00 |
| Pickup truck/Cargo van | $46.00 | $244.00 |

Coverage: All rental locations in New Jersey, including Newark Liberty Airport (EWR) ***New Jersey only:*** A $5.00 per day Homeland Security charge is added to each rental.

OFFICE HOURS: Except for airport locations, Enterprise rental locations are usually closed in the evening and on the weekends, or open only until noon on Saturdays. Be sure the rental location is open when you plan to pick up or return your rental vehicle.

# VICINITY OF CANADA BETHEL

Visitors are welcome to take a guided tour of the Canada Bethel during regular working hours, Monday through Friday, 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Complete tours of the branch facilities take approximately two hours.

Brothers who are coordinating charter groups are requested first to correspond by mail with the Tour Desk, Watch Tower Society, P.O. Box 4100, Georgetown, Ontario L7G 4Y4.

The following rates are subject to all applicable taxes.

**COURTYARD by MARRIOTT-MISSISSAUGA** **CN$65.00**
7015 Century Avenue
Mississauga, Ontario L5N 7K2
Phone: (905) 567-5566
Fax: (905) 567-1355
Free parking-Indoor pool-Exercise facilities-
In-house café, serving only breakfast
Mini refrigerator- Microwave available by request
25 minutes to Canada Bethel

**DELTA MEADOWVALE RESORT** **CN$79.00**
6750 Mississauga Road
Mississauga, Ontario L5N 2L3
Phone: (905) 821-1981
Fax: (905) 542-6742
Free parking—**Please do not accept any charge for parking**
Indoor & outdoor pools—Exercise facilities—Restaurant
25 minutes to Canada Bethel, 15 minutes to airport

**FAIRFIELD INN & SUITES by MARRIOTT** **CN$65.00**
150 Westcreek Boulevard
Brampton, Ontario L6T 5V7
Phone: (905) 874-7177
Fax: (905) 450-5642
Free parking—Complimentary deluxe continental breakfast—Heated indoor pool and hot tub—Exercise facilities—Microwave—Mini refrigerator
30 minutes to Canada Bethel

**HAMPTON INN & SUITES–TORONTO AIRPORT** **CN$69.00**
3279 Caroga Drive
Mississauga, Ontario L4V 1A3
Phone: (905) 671-4730
Fax: (905) 671-4739
Free parking—Complimentary buffet breakfast—Indoor pool—Exercise facilities—Complimentary shuttle to/from airport
30 minutes to Canada Bethel

**HOLIDAY INN – LOCKPORT** **US$60.00**
515 South Transit Street
Lockport, NY 14094
U.S.A.
Phone: (716) 434-6151
Fax: (716) 434-5117
Free parking-Indoor pool-Exercise facilities-Restaurant
30 minutes to Niagara Falls (U.S. side)
2 hours to Canada Bethel

**HOLIDAY INN SELECT—MISSISSAUGA** **CN$65.00***
2565 Argentia Road **SUITE** **CN$99.00****
Mississauga, Ontario L5N 5V4
Phone: (905) 542-2121
Fax: (905) 542-1916
Free parking—Complimentary Breakfast Indoor pool-Exercise facilities-Restaurant
Complimentary continental breakfast
25 minutes to Canada Bethel
*rooming for four consists of one king bed and one sofa bed; no regular rooms with two queens
**up to **six adults** may stay in the suite, consisting of two queen beds and one sofa bed; each suite has a fridge and a microwave

## THRIFTY CAR RENTAL (Canada Bethel only)

**The Watch Tower account number for Thrifty Car Rental is: 1660540761. Provide this number when you reserve a vehicle.** Renters of all vehicle types have unlimited kilometers up to a maximum of six days. After six days, kilometers are capped at 1,400 per week, and $0.18 per additional kilometer. There is no charge for additional drivers and no surcharge for drivers 21-24 years old. **All rates shown are in Canadian currency.**

| VEHICLE | DAILY | WEEKLY |
|---|---|---|
| Economy | CN$41.00 | CN$225.50 |
| Compact | CN$43.00 | CN$236.50 |
| Midsize | CN$45.00 | CN$247.50 |
| Full-size | CN$47.00 | CN$258.50 |
| Luxury | CN$59.00 | CN$324.50 |
| Minivan | CN$49.00 | CN$269.50 |
| SUV | CN$59.00 | CN$324.50 |

| Toronto | | Greater Toronto Area | |
|---|---|---|---|
| Parliament & Queen | (416) 868-0350 | Airport | (905) 671-7830 |
| Carlton & Jarvis | (416) 515-7700 | Mississauga | (905) 897-1888 |
| Bloor & Royal York | (416) 231-2217 | | |
| Eaton Centre | (416) 591-0861 | | |
| Bay & Bloor | (416) 515-0366 | | |

**Worldwide Reservations**

(800) FOR-CARS (367-2277)

# 2010 BETHEL VISITORS LODGING AND CAR RENTAL LIST

**To Make a Reservation**

- ☑ Call the hotel during regular business hours (9 a.m. – 5 p.m. ET) and inform them you would like to make a reservation.
- ☑ Identify yourself as one of Jehovah's Witnesses and state the date(s) for which you would like a reservation.
- ☑ If the reduced rate *is* available, be sure to obtain a confirmation number. Keep your first reservation. (Matt. 5:37) If you must cancel a reservation, do so as early as possible. Be sure to obtain a cancellation number.
- ☑ If the reduced rate *is not* available, you can either ask when it is available or call another hotel on the list. **Please do not accept a higher rate.**
- ☑ If you plan on arriving after 6 p.m., you should guarantee the reservation with one night's deposit (credit card, check, or money order).

**Reminders**

- ❖ THIS LIST IS CONFIDENTIAL AND FOR YOUR USE ONLY. PLEASE DO NOT MAKE COPIES OF THIS LIST OR DISCLOSE ANY OF ITS INFORMATION TO HOTEL PERSONNEL.
- ❖ Except where indicated, hotel rates are valid from January 1 through December 31, 2010. Rates are subject to all applicable taxes.
- ❖ At certain times a hotel will not offer the special rate, even when rooms are available at a higher rate. This is the hotel's prerogative.
- ❖ Unless otherwise noted, all room rates are based on occupancy of no more than four (4) persons per room. Fire regulations require that you not exceed the number of adults that the list allows for each hotel room. Please adhere to this requirement.
- ❖ Advance deposits are required at most hotels if you represent a group needing 10 or more rooms.
- ❖ Since your arrangements are made directly with the hotel, you are responsible for any problems, errors, or difficulties that may arise. If you encounter a serious problem with a particular hotel or car rental on this list, you may contact the Central Tour Desk at Patterson by calling (845) 306-1000.

## VICINITY OF BROOKLYN, NEW YORK

### NEW YORK CITY

**COURTYARD by MARRIOTT LA GUARDIA AIRPORT** **$125.00**
90-10 Grand Central Parkway
East Elmhurst, NY 11369
Phone: (718) 446-4800
Fax: (718) 446-4886
Free parking—Indoor pool—Restaurant—Complimentary shuttle to/from La Guardia Airport— Public transportation available
25 minutes to Brooklyn

**COURTYARD by MARRIOTT UPPER EAST SIDE** **$142.00**
410 East 92 Street
New York, NY 10128
Phone: (212) 410-6777
Fax: (212) 930-7615
Indoor pool—Restaurant—Public parking & transportation available
20 minutes to Brooklyn

**CROWNE PLAZA** **$130.00**
104-04 Ditmars Boulevard
East Elmhurst, NY 11369
Phone: (718) 457-6300
Fax: (718) 672-8295
Free parking—Indoor pool—Restaurant—Complimentary shuttle to/from La Guardia Airport—Public transportation available
25 minutes to Brooklyn

**DAYS INN*** **1-2 Adults $89.00**
31-36 Queens Boulevard **3 Adults $94.00**
Long Island City, NY 11101 **4 Adults $99.00**
Phone: (718) 433-0077
Fax: (718) 433-0079
Children 18 years of age and under are free
Limited parking—Mini-refrigerator/Microwave oven—Complimentary continental breakfast—Public transportation available **No bus groups. Limited amount of double-bedded rooms.*
20 minutes to Brooklyn

**HOLIDAY INN EXPRESS*** **1-2 Adults $89.00**
279 Butler Street **3 Adults $94.00**
Brooklyn, NY 11201 **4 Adults $99.00**
Phone: (718) 855-9600
Fax: (718) 855-9605
Children 18 years of age and under are free
Limited parking—Complimentary continental breakfast—Public transportation available **No bus groups. Limited amount of double-bedded rooms.*
20 minutes to Brooklyn

**HOTEL PENNSYLVANIA** **$85.00**
401 7th Avenue
New York, NY 10001
Phone: (800) 223-8585 (Reservations)
Phone: (212) 736-5000
Fax: (212) 502-8153
Restaurants—Public parking & transportation available—***Accept reservations only on floors, 4, 5, 9, 10, and 13***
25 minutes to Brooklyn

**MARRIOTT BROOKLYN BRIDGE** **$152.00**
333 Adams Street
Brooklyn, NY 11201
Phone: (718) 246-7000
Fax: (718) 246-0563
Indoor pool—Restaurant—Public parking & transportation available
5 minutes to Brooklyn

**MARRIOTT DOWNTOWN** **$152.00**
85 West Street
New York, NY 10006
Phone: (212) 385-4900
Fax: (212) 385-9174
Indoor pool—Restaurants—Public parking & transportation available
10 minutes to Brooklyn

**MARRIOTT EASTSIDE** **$155.00**
525 Lexington Avenue
New York, NY 10017
Phone: (212) 755-4000
Fax: (212) 751-3440
Restaurants—Public parking & transportation available
15 minutes to Brooklyn

**MARRIOTT LA GUARDIA AIRPORT** **$133.00**
102-05 Ditmars Boulevard
East Elmhurst, NY 11369
Phone: (718) 565-8900
Fax: (718) 899-0764
Free parking—Restaurant —Complimentary shuttle to/from La Guardia Airport—Public parking & transportation available
25 minutes to Brooklyn

**SLEEP INN*** **1-2 Adults $89.00**
247 49th Street **3 Adults $94.00**
Brooklyn, NY 11220 **4 Adults $99.00**
Phone: (718) 748-6400
Fax: (718) 748-6401

Children 18 years of age and under are free

Limited parking—Mini-refrigerator/Microwave oven—Complimentary continental breakfast—Public transportation available. **No bus groups. Limited amount of double-bedded rooms.*
20 minutes to Brooklyn

## NEW JERSEY

**CLINTON INN HOTEL** **$77.00**
145 Dean Drive
Tenafly, NJ 07670
Phone: (201) 871-3200
Fax: (201) 568-1758
Free parking—Restaurant
30 minutes to Brooklyn; 5 minutes to Englewood Hospital & Medical Center New Jersey

**COUNTRY INN & SUITES** **$78.00**
100 Glimcher Realty Way
Elizabeth, NJ 07201
Phone: (908) 282-0020
Fax: (908) 965-0954
Free parking—Indoor pool—Complimentary continental breakfast—Public transportation available—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**COURTYARD by MARRIOTT** **$75.00**
87 Glimcher Realty Way
Elizabeth, NJ 07201
Phone: (908) 436-9800
Fax: (908) 436-9888
Free parking—Café—Public transportation available—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**COURTYARD by MARRIOTT** **$74.00**
1 Polito Avenue
Lyndhurst, NJ 07071
Phone: (201) 896-6666
Fax: (201) 896-1309
Free parking—Indoor pool—Restaurant—Public transportation available
35 minutes to Brooklyn

**COURTYARD by MARRIOTT** **$79.00**
100 Chestnut Ridge Road
Montvale, NJ 07645
Phone: (201) 391-7700
Fax: (201) 391-6648
Free parking—Outdoor pool—Restaurant
40 minutes to Brooklyn, 65 minutes to Wallkill

**COURTYARD by MARRIOTT** **$75.00**
600 Route 1 & 9 South
Newark, NJ 07114
Phone: (973) 643-8500
Fax: (973) 648-0662
Free parking—Indoor pool— Restaurant—Complimentary shuttle to/from Newark Liberty Airport
30 minutes to Brooklyn

**FAIRFIELD INN & SUITES** **$69.00**
850 Route 120
East Rutherford, NJ 07073
Phone: (201) 507-5222
Fax: (201) 507-0744
Free parking—Indoor pool—Complimentary continental breakfast
40 minutes to Brooklyn

**FAIRFIELD INN & SUITES** **$73.00**
618-50 Route 1 & 9 South
Newark, NJ 07114
Phone: (973) 242-2600
Fax: (973) 242-6560
Free parking—Indoor pool—Complimentary continental breakfast—Complimentary shuttle to/from Newark Liberty Airport
30 minutes to Brooklyn

**HAMPTON INN NEWARK AIRPORT** **$76.00**
1128-38 Spring Street
Elizabeth, NJ 07201
Phone: (908) 355-0500
Fax: (908) 355-4343
Free parking—Mini-refrigerator/Microwave oven—Deluxe complimentary continental breakfast— Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**HILTON GATEWAY** **$84.00**
1 Gateway Center at Raymond Blvd.
Newark, NJ 07102
Phone: (973) 622-5000
Fax: (973) 824-2188
Indoor pool—Restaurants—Complimentary shuttle to/from Newark Liberty Airport—Public parking & transportation via NJ PATH train available—Enterprise rental location
25 minutes to Brooklyn

**HOLIDAY INN MEADOWLANDS** **$73.00**
283 Route 17 South
Hasbrouck Heights, NJ 07604
Phone: (800) 438-8687 (Reservations)
Phone: (201) 288-9600
Fax: (201) 288-4527
Free parking—Outdoor pool—Restaurant—Public transportation available
40 minutes to Brooklyn

**HOLIDAY INN EXPRESS** **$76.00**
2600 Tonnelle Avenue
North Bergen, NJ 07047
Phone: (201) 866-0400
Fax: (201) 865-7448
Free parking—Outdoor pool—Mini-refrigerator/Microwave oven—Complimentary continental breakfast—Public transportation available
25 minutes to Brooklyn

**LA QUINTA INN** **$68.00**
265 Route 3 East
Clifton, NJ 07014
Phone: (800) 524-1089 (Reservations)
Phone: (973) 778-6500
Fax: (973) 778-8724
Free parking—Indoor pool—Restaurant—Complimentary continental breakfast
40 minutes to Brooklyn

**LA QUINTA INN** **$66.00**
38 Two Bridges Road
Fairfield, NJ 07004
Phone: (800) 524-1089 (Reservations)
Phone: (973) 575-1742
Fax: (973) 575-9567
Free parking—Indoor pool—Complimentary continental breakfast—Restaurants (nearby)
50 minutes to Brooklyn, 85 minutes to Wallkill

**LA QUINTA INN** **$55.00**
1830 Route 23 & Ratzer Road
Wayne, NJ 07470
Phone: (800) 524-1089 (Reservations)
Phone: (973) 696-8050
Fax: (973) 696-0682
Free parking—Restaurant—Complimentary continental breakfast
55 minutes to Brooklyn, 80 minutes to Wallkill

**MARRIOTT HOTEL** **$84.00**
Newark Liberty International Airport
Newark, NJ 07114
Phone: (800) 228-9290 (Reservations)
Phone: (973) 623-0006
Fax: (973) 504-6197
Parking $5.00—Restaurants—Indoor & outdoor pool — Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**MEADOWLANDS PLAZA** **$66.00**
40 Wood Avenue
Secaucus, NJ 07094
Phone: (201) 272-1000
Fax: (201) 272-1002
Free parking—Restaurant
30 minutes to Brooklyn

**RAMADA HOTEL** **$64.00**
120 Evergreen Place
Interstate 280, Exit 12A
East Orange, NJ 07018
Phone: (973) 677-3100
Fax: (973) 677-2630
Free parking—Complimentary continental breakfast
35 minutes to Brooklyn

**RENAISSANCE NEWARK AIRPORT HOTEL** **$77.00**
1000 Spring Street
Elizabeth, NJ 07201
Phone: (908) 436-4600
Phone: (866) 234-7535
Fax: (908) 436-4610
Free Parking—Indoor pool—Restaurant—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**RESIDENCE INN BY MARRIOTT** **$84.00**
83 Glimcher Realty Way
Elizabeth, NJ 07201
Studio rooms only
Phone: (908) 352-4300
Fax: (908) 352-4344
Free parking—Indoor pool—Complimentary full buffet breakfast—Kitchenette w/refrigerator and stove—Public transportation available—Complimentary shuttle to/from Newark Liberty Airport and Jersey Gardens Mall
35 minutes to Brooklyn

**SHERATON NEWARK AIRPORT HOTEL** **$84.00**
128 Frontage Road
Newark, NJ 07114
Phone: (973) 690-5500
Fax: (973) 589-6223
Free parking—Restaurants—Indoor pool—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**SPRINGHILL SUITES NEWARK AIRPORT** **$78.00**
652 Route 1 & 9 South
Newark, NJ 07114
Phone: (888) 887-8123 (Reservations)
Phone: (973) 624-5300
Fax: (973) 242-6560
Free parking—Indoor pool—Mini-refrigerator/Microwave oven—Complimentary deluxe continental breakfast—Complimentary shuttle to/from Newark Liberty Airport
30 minutes to Brooklyn

## VICINITY OF PATTERSON, NEW YORK

**COURTYARD by MARRIOTT** **$73.00**
17 Westgate Drive
Interstate 84, Exit 13N
Fishkill, NY 12524
Phone: (845) 897-2400
Fax: (845) 897-2274
Free parking—Indoor pool—Restaurants (nearby)
30 minutes to Patterson, 40 minutes to Wallkill

**ETHAN ALLEN HOTEL** **$75.00**
Interstate 84, Exit 4
Danbury, CT 06811
Phone: (800) 742-1776
Phone: (203) 744-1776
Fax: (203) 791-9673
Free parking—Outdoor pool—Restaurant
20 minutes to Patterson

**HAMPTON INN FISHKILL** **$75.00**
544 Route 9
Fishkill, NY 12524
Phone: (845) 896-4000
Fax: (845) 896-2799
Free parking—Indoor pool—Mini-refrigerator—Microwave oven—Deluxe complimentary continental breakfast—Restaurants nearby
30 minutes to Patterson, 40 minutes to Wallkill

**HILTON GARDEN INN** **$69.00**
119 Mill Plain Road
Danbury, CT 06811
Phone: (203) 205-2000
Fax: (203) 205-2001
Free parking—Indoor pool—Mini-refrigerator/Microwave oven—Restaurant
20 minutes to Patterson

**HILTON GARDEN INN** **$69.00**
21 Westgate Drive
Fishkill, NY 12524
Phone: (845) 896-7100
Fax: (845) 896-7111
Free parking—Indoor pool—Mini-refrigerator/Microwave oven—Restaurant
20 minutes to Patterson, 40 minutes to Wallkill

**HOLIDAY INN FISHKILL** **$73.00**
542 Route 9
Fishkill, NY 12524
Phone: (845) 896-6281
Fax: (845) 896-5410
Free parking—Outdoor pool—Restaurant
30 minutes to Patterson, 40 minutes to Wallkill

**MARON HOTEL & SUITES** **$67.00**
42 Lake Avenue Extension
Interstate 84, Exit 4
Mill Plain Road
Danbury, CT 06811
Phone: (203) 791-2200
Fax: (203) 791-2201
Free parking—Restaurant—Mini-refrigerator/Microwave oven—Complimentary continental breakfast
20 minutes to Patterson

**MARRIOTT WESTCHESTER** **$64.00**
670 White Plains Road
Tarrytown, NY 10591
Phone: (914) 631-2200
Fax: (914) 631-7819
Free parking—Indoor pool—Restaurants
50 min. to Brooklyn, 45 min. to Patterson, 80 min. to Wallkill

**PATTERSON INN** **$40.00-60.00***
50 Watchtower Drive (Route 22)
Patterson, NY 12563
Phone: (845) 306-3500
Fax: (845) 306-3501
Email: PattersonInn@jw.org
Free parking—Kitchenette—Refrigerators & microwave ovens
***Suggested donation — Please submit requests through your Congregation Service Committee

**QUALITY INN & SUITES** **$62.00**
78 Federal Road
Danbury, CT 06810
Phone: (877) 743-6702
Phone: (203) 743-6701
Fax: (203) 743-1825
Free parking—Indoor pool—Restaurant—Complimentary continental breakfast
25 minutes to Patterson

**QUALITY INN & SUITES** **$70.00**
849 Route 52
Interstate 84, Exit 12
Fishkill, NY 12524
Phone: (845) 897-9300
Fax: (845) 897-9301
Free Parking—Complimentary continental breakfast—Restaurant nearby
30 minutes to Patterson, 40 minutes to Wallkil

**SPRINGHILL SUITES DANBURY** **$74.00**
30 Old Ridgebury Road
Danbury, CT 06810
Phone: (203) 744-7333
Fax: (203) 744-7555
Free parking—Mini-refrigerator/Microwave oven—Complimentary deluxe continental breakfast
20 minutes to Patterson

# VICINITY OF WALLKILL, NEW YORK

PLEASE NOTE: A few hotels in the vicinity of Brooklyn and Patterson are also listed with driving times to Wallkill. You may want to consult those if the hotels shown below do not have availability.

**COMFORT INN** **$65.00**
5 Lakeside Road
Newburgh, NY 12550
Phone: (845) 567-0567
Fax: (845) 567-0582
Free parking—Outdoor pool—Complimentary continental breakfast—Restaurants (nearby)
30 minutes to Wallkill, 40 minutes to Patterson

**DOUBLETREE HOTEL** **$72.00**
180 Route 17 South
Mahwah, NJ 07430
Phone: (201) 529-5880
Fax: (201) 529-4767
Free parking—Indoor pool—Restaurant—Enterprise rental location
1 hour to Brooklyn, 1 hour to Wallkill, 75 min. to Patterson

**HAMPTON INN** **$77.00**
20 Crystal Run Crossing
Route 17, Exit 122
Middletown, NY 10941
Phone: (845) 344-3400
Fax: (845) 344-3403
Free parking—Outdoor heated pool—Deluxe complimentary continental breakfast
25 minutes to Wallkill

**HARVEST INN MOTEL** **$59.00**
95 Boniface Drive
Pine Bush, NY 12566
Phone: (800) 538-4667
Phone: (845) 744-5700
Fax: (845) 744-6147
Free parking—Outdoor pool—Restaurant (nearby)
10 minutes to Wallkill

**HOLIDAY INN & CONFERENCE CENTER** **$73.00**
3 Executive Boulevard
Interstate 87, Exit 14B
Suffern, NY 10901
Phone: (845) 357-4800
Fax: (845) 918-1475
Free parking—Indoor pool—Restaurants—Complimentary continental breakfast
1 hour to Brooklyn, 1 hour to Wallkill, 75 min. to Patterson

**HOMEWOOD SUITES HOTEL NEWBURGH** **1-2 Adults $79.00**
180 Breunig Road **3 Adults $89.00**
New Windsor, NY 12553 **4 Adults $99.00**
Phone: (845) 567-2700
Fax: (845) 567-2703
Children 18 years of age and under are free
Free parking—Indoor pool—Deluxe complimentary continental breakfast—Full kitchen—King-bedded rooms with sofa sleeper and studio suites available.
30 minutes to Wallkill, 40 minutes to Patterson

**HOWARD JOHNSON INN** **$65.00**
95 Route 17K
Interstate 87, Exit 17
Newburgh, NY 12550
Phone: (845) 564-4000
Fax: (845) 564-0620
Free parking—Restaurant—Complimentary continental breakfast
30 minutes to Wallkill, 40 minutes to Patterson

**MICROTEL INN & SUITES** **$70.00**
19 Crystal Run Crossing
Route 17, Exit 122
Middletown, NY 10941
Phone: (845) 692-0098
Fax: (845) 692-0078
Free parking—Complimentary continental breakfast—Restaurants (nearby)
25 minutes to Wallkill

**RAMADA INN & SUITES** **$70.00**
1289 Route 300
Newburgh, NY 12550
Phone: (845) 564-4500
Fax: (845) 564-4524
Free parking—Outdoor pool—Restaurant— Complimentary continental breakfast—Complimentary shuttle to/from Stewart Airport
30 minutes to Wallkill, 40 minutes to Patterson

**SUPER 8 MOTEL** **$54.00**
563 Route 211 East
Route 17, Exit 120
Middletown, NY 10940
Phone: (845) 692-5828
Fax: (845) 692-5828
Free parking—Complimentary toast bar—Restaurants (nearby)
20 minutes to Wallkill

**SUPER 8 MOTEL** **$54.00**
207 Montgomery Road
Interstate 84, Exit 5
Montgomery, NY 12549
Phone: (845) 457-3143
Fax: (845) 457-3143
Free parking—Complimentary toast bar
25 minutes to Wallkill, 45 minutes to Patterson

**SUPER 8 MOTEL** **$54.00**
1287 Route 300
Interstate 87, Exit 17
Newburgh, NY 12550
Phone: (845) 564-5700
Fax: (845) 564-7338
Free parking—Complimentary toast bar—Restaurant (nearby)
30 minutes to Wallkill, 40 minutes to Patterson

# AUTOMOBILE RENTAL

**Automobile Rental Instructions and Reminders**

- ❖ All rates shown are valid through December 31, 2011.
- ❖ When calling, identify yourself as one of Jehovah's Witnesses or a visitor to the Watchtower facilities.
- ❖ You must be at least 21 years of age, show a valid driver's license, and provide a credit card in your own name.
- ❖ When parking the vehicle during your rental, remove personal belongings from view (either take them with you or place them in the trunk).
- ❖ Additional qualifications will apply if using a debit card or cash.

**Vehicle Inspection Checklist–Before You Leave the Car Rental Lot**

- ☑ Carefully read the Rental Agreement before you sign it.
- ☑ Inspect the vehicle for any damage, or you may be liable for pre-existing damages when you return the vehicle. Look for chips or cracks in the glass, dents, missing items (hubcaps, gas caps, etc.).
- ☑ Report any damage to the representative **before** you leave, having the items noted on your Rental Agreement.

## ENTERPRISE RENT-A-CAR

The Watchtower corporate ID number for Enterprise rentals is: FFC1700. Provide this number when you reserve a vehicle. In addition to the local numbers for each area, reservations can also be made by calling (800) 593-0505 or online at www.enterprise.com. (Use the corporate ID number FFC1700 and enter the 3 digit PIN "WAT") Ask for, or note, the total estimated charges including sales tax.

If renting from the Newark Liberty, John F. Kennedy, or LaGuardia airport locations, a 9.3% airport access fee will be added.

To supplement the minimum financial responsibility provided by Enterprise, renter may purchase optional Supplemental Liability Protection (SLP) from Enterprise (**New York State, Connecticut, or New Jersey**: $12.99 per day), which provides coverage up to $1,000,000 in the event of a claim.

*Collision Damage Waiver (*CDW*) is not included in Connecticut or New Jersey, though renter may:*

1) Purchase CDW from Enterprise (**Connecticut:** $19.99 per day; **New Jersey:** $16.99 per day).
2) Use a credit card that offers CDW insurance.
3) Renter's personal automobile insurance, if transferable, may cover in full.

*Damage Waiver (DW) is not included in New York State, though renter may:*

1) Purchase DW from Enterprise ($8.99 per day for cars up to a Premium, including Minivans; $11.99 per day for Premium, and SUV).
2) Use a credit card that offers DW insurance.
3) Renter's personal automobile insurance, if transferable, may cover in full.

Renter must report any accident to the police and provide Enterprise with an Accident Information Exchange Form within 24 hours of an accident.

Renters of Economy, Compact, Mid-size, Standard, Full-size, Premium, and Luxury vehicles have unlimited mileage within the tri-state area (New York, New Jersey, and Connecticut). When traveling outside the tri-state area, or when renting a Minivan, vehicle mileage will be capped at 200 free miles per day, and $.20 each additional mile thereafter. The 200 free miles per day are cumulative, that is, a 7-day rental will allow 1,400 miles total, etc.

Free of charge, Enterprise will pick up renters and bring them to the rental location and provide a drop-off service after the rental vehicle is returned, within the region of each rental location. It is preferred that rented vehicles be returned to the location from which they were rented, although Enterprise will allow vehicles to be returned to a different rental location ***in the same region*** without a drop charge. ***Each*** of the following constitutes a separate rental region: Brooklyn/Queens; Bronx; Manhattan; Staten Island; New Jersey; Connecticut; upstate New York. A drop charge will be assessed for a rental returned to a different region. Complimentary shuttles are available from La Guardia, JFK, and Newark Liberty airports to the airport rental location.

## Brooklyn • Queens • Bronx • Manhattan • Staten Island

290 Livingston Street
Brooklyn, NY 11217
Phone: (718) 488-8800
Fax: (718) 488-8915

| | DAILY | WEEKLY |
|---|---|---|
| Compact | $44.00 | $233.00 |
| Intermediate | $48.00 | $254.00 |
| Standard | $52.00 | $276.00 |
| Full-size | $56.00 | $297.00 |
| Premium | $60.00 | $318.00 |
| Minivan | $66.00 | $350.00 |
| Pickup truck/Cargo van | $54.00 | $286.00 |

Coverage: All rental locations in the five New York City boroughs, including La Guardia and JFK airports.

## Upstate New York

1600 Route 22
Brewster, NY 10509
Phone: (845) 278-0211

Route 17M/Bates Gates Rd.
New Hampton, NY 10958
Phone: (845) 374-5010

63 Route 17K
Newburgh, NY 12550
Phone: (845) 562-3311

| | DAILY | WEEKLY |
|---|---|---|
| Economy/Compact | $35.00 | $186.00 |
| Intermediate | $37.00 | $196.00 |
| Standard | $40.00 | $212.00 |
| Full-size | $43.00 | $228.00 |
| Premium | $51.00 | $270.00 |
| Minivan | $58.00 | $307.00 |
| Pickup truck/Cargo van | $48.00 | $254.00 |

Coverage: Over 13 additional locations including but not limited to, Albany (ALB), Kingston, Poughkeepsie, Schenectady, Troy, Wappingers Falls, and White Plains (HPN) .

## Connecticut

2 Prindle Lane
Danbury, CT 06810
Interstate 84, Exit 2
Phone: (203) 743-1112
Fax: (203) 748-5855

| | DAILY | WEEKLY |
|---|---|---|
| Economy/Compact | $34.00 | $180.00 |
| Intermediate | $36.00 | $191.00 |
| Standard | $38.00 | $201.00 |
| Full-size | $41.00 | $217.00 |
| Premium | $43.00 | $228.00 |
| Minivan | $55.00 | $292.00 |
| Pickup truck/Cargo van | $46.00 | $244.00 |

Coverage: Over 15 additional locations including but not limited to, Bridgeport, New Haven, New Milford, Ridgefield, Stamford, and Windsor Locks (BDL). ***Connecticut only:*** A $1.00 per day state tourism fee and a 3% state surcharge are added to each rental.

## New Jersey

832 Communipaw Ave.
Jersey City, NJ 07304
Phone: (201) 434-2424
Fax: (201) 434-2524

162 US Hwy 1 and 9
Newark, NJ 07114
Phone: (973) 242-3400
Fax: (973) 242-3270

| | DAILY | WEEKLY |
|---|---|---|
| Economy/Compact | $34.00 | $180.00 |
| Intermediate | $36.00 | $191.00 |
| Standard | $38.00 | $201.00 |
| Full-size | $41.00 | $217.00 |
| Premium | $46.00 | $244.00 |
| Minivan | $58.00 | $307.00 |
| Pickup truck/Cargo van | $46.00 | $244.00 |

Coverage: All rental locations in New Jersey, including Newark Liberty Airport (EWR) ***New Jersey only:*** A $5.00 per day Homeland Security charge is added to each rental.

OFFICE HOURS: Except for airport locations, Enterprise rental locations are usually closed in the evening and on the weekends, or open only until noon on Saturdays. Be sure the rental location is open when you plan to pick up or return your rental vehicle.

# VICINITY OF CANADA BETHEL

Visitors are welcome to take a guided tour of the Canada Bethel during regular working hours, Monday through Friday, 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Complete tours of the branch facilities take approximately two hours.

Brothers who are coordinating charter groups are requested first to correspond by mail with the Tour Desk, Watch Tower Society, P.O. Box 4100, Georgetown, Ontario L7G 4Y4.

The following rates are subject to all applicable taxes.

**COURTYARD by MARRIOTT-MISSISSAUGA** **CN$65.00**
7015 Century Avenue
Mississauga, Ontario L5N 7K2
Phone: (905) 567-5566
Fax: (905) 567-1355
Free parking-Indoor pool-Exercise facilities-
In-house café, serving only breakfast
Mini refrigerator- Microwave available by request
25 minutes to Canada Bethel

**DELTA MEADOWVALE RESORT** **CN$79.00**
6750 Mississauga Road
Mississauga, Ontario L5N 2L3
Phone: (905) 821-1981
Fax: (905) 542-6742
Free parking—**Please do not accept any charge for parking**
Indoor & outdoor pools—Exercise facilities—Restaurant
25 minutes to Canada Bethel, 15 minutes to airport

**FAIRFIELD INN & SUITES by MARRIOTT** **CN$65.00**
150 Westcreek Boulevard
Brampton, Ontario L6T 5V7
Phone: (905) 874-7177
Fax: (905) 450-5642
Free parking—Complimentary deluxe continental breakfast—Heated indoor pool and hot tub—Exercise facilities—Microwave—Mini refrigerator
30 minutes to Canada Bethel

**HAMPTON INN & SUITES–TORONTO AIRPORT** **CN$69.00**
3279 Caroga Drive
Mississauga, Ontario L4V 1A3
Phone: (905) 671-4730
Fax: (905) 671-4739
Free parking—Complimentary buffet breakfast—Indoor pool—Exercise facilities—Complimentary shuttle to/from airport
30 minutes to Canada Bethel

**HOLIDAY INN – LOCKPORT** **US$60.00**
515 South Transit Street
Lockport, NY 14094
U.S.A.
Phone: (716) 434-6151
Fax: (716) 434-5117
Free parking-Indoor pool-Exercise facilities-Restaurant
30 minutes to Niagara Falls (U.S. side)
2 hours to Canada Bethel

**HOLIDAY INN SELECT—MISSISSAUGA** **CN$65.00***
2565 Argentia Road **SUITE** **CN$99.00****
Mississauga, Ontario L5N 5V4
Phone: (905) 542-2121
Fax: (905) 542-1916
Free parking—Complimentary Breakfast Indoor pool-Exercise facilities-Restaurant
Complimentary continental breakfast
25 minutes to Canada Bethel
*rooming for four consists of one king bed and one sofa bed; no regular rooms with two queens
**up to **six adults** may stay in the suite, consisting of two queen beds and one sofa bed; each suite has a fridge and a microwave

## THRIFTY CAR RENTAL (Canada Bethel only)

**The Watch Tower account number for Thrifty Car Rental is: 1660540761. Provide this number when you reserve a vehicle.** Renters of all vehicle types have unlimited kilometers up to a maximum of six days. After six days, kilometers are capped at 1,400 per week, and $0.18 per additional kilometer. There is no charge for additional drivers and no surcharge for drivers 21-24 years old. **All rates shown are in Canadian currency.**

| VEHICLE | DAILY | WEEKLY |
|---|---|---|
| Economy | CN$41.00 | CN$225.50 |
| Compact | CN$43.00 | CN$236.50 |
| Midsize | CN$45.00 | CN$247.50 |
| Full-size | CN$47.00 | CN$258.50 |
| Luxury | CN$59.00 | CN$324.50 |
| Minivan | CN$49.00 | CN$269.50 |
| SUV | CN$59.00 | CN$324.50 |

| Toronto | | Greater Toronto Area | |
|---|---|---|---|
| Parliament & Queen | (416) 868-0350 | Airport | (905) 671-7830 |
| Carlton & Jarvis | (416) 515-7700 | Mississauga | (905) 897-1888 |
| Bloor & Royal York | (416) 231-2217 | | |
| Eaton Centre | (416) 591-0861 | | |
| Bay & Bloor | (416) 515-0366 | | |

**Worldwide Reservations**

(800) FOR-CARS (367-2277)

# 2010 BETHEL VISITORS LODGING AND CAR RENTAL LIST

**To Make a Reservation**

- ☑ Call the hotel during regular business hours (9 a.m. – 5 p.m. ET) and inform them you would like to make a reservation.
- ☑ Identify yourself as one of Jehovah's Witnesses and state the date(s) for which you would like a reservation.
- ☑ If the reduced rate *is* available, be sure to obtain a confirmation number. Keep your first reservation. (Matt. 5:37) If you must cancel a reservation, do so as early as possible. Be sure to obtain a cancellation number.
- ☑ If the reduced rate *is not* available, you can either ask when it is available or call another hotel on the list. **Please do not accept a higher rate.**
- ☑ If you plan on arriving after 6 p.m., you should guarantee the reservation with one night's deposit (credit card, check, or money order).

**Reminders**

- ❖ THIS LIST IS CONFIDENTIAL AND FOR YOUR USE ONLY. PLEASE DO NOT MAKE COPIES OF THIS LIST OR DISCLOSE ANY OF ITS INFORMATION TO HOTEL PERSONNEL.
- ❖ Except where indicated, hotel rates are valid from January 1 through December 31, 2010. Rates are subject to all applicable taxes.
- ❖ At certain times a hotel will not offer the special rate, even when rooms are available at a higher rate. This is the hotel's prerogative.
- ❖ Unless otherwise noted, all room rates are based on occupancy of no more than four (4) persons per room. Fire regulations require that you not exceed the number of adults that the list allows for each hotel room. Please adhere to this requirement.
- ❖ Advance deposits are required at most hotels if you represent a group needing 10 or more rooms.
- ❖ Since your arrangements are made directly with the hotel, you are responsible for any problems, errors, or difficulties that may arise. If you encounter a serious problem with a particular hotel or car rental on this list, you may contact the Central Tour Desk at Patterson by calling (845) 306-1000.

## VICINITY OF BROOKLYN, NEW YORK

### NEW YORK CITY

**COURTYARD by MARRIOTT LA GUARDIA AIRPORT** **$125.00**
90-10 Grand Central Parkway
East Elmhurst, NY 11369
Phone: (718) 446-4800
Fax: (718) 446-4886
Free parking—Indoor pool—Restaurant—Complimentary shuttle to/from La Guardia Airport— Public transportation available
25 minutes to Brooklyn

**COURTYARD by MARRIOTT UPPER EAST SIDE** **$142.00**
410 East 92 Street
New York, NY 10128
Phone: (212) 410-6777
Fax: (212) 930-7615
Indoor pool—Restaurant—Public parking & transportation available
20 minutes to Brooklyn

**CROWNE PLAZA** **$130.00**
104-04 Ditmars Boulevard
East Elmhurst, NY 11369
Phone: (718) 457-6300
Fax: (718) 672-8295
Free parking—Indoor pool—Restaurant—Complimentary shuttle to/from La Guardia Airport—Public transportation available
25 minutes to Brooklyn

**DAYS INN*** **1-2 Adults $89.00**
31-36 Queens Boulevard **3 Adults $94.00**
Long Island City, NY 11101 **4 Adults $99.00**
Phone: (718) 433-0077
Fax: (718) 433-0079
Children 18 years of age and under are free
Limited parking—Mini-refrigerator/Microwave oven—Complimentary continental breakfast—Public transportation available **No bus groups. Limited amount of double-bedded rooms.*
20 minutes to Brooklyn

**HOLIDAY INN EXPRESS*** **1-2 Adults $89.00**
279 Butler Street **3 Adults $94.00**
Brooklyn, NY 11201 **4 Adults $99.00**
Phone: (718) 855-9600
Fax: (718) 855-9605
Children 18 years of age and under are free
Limited parking—Complimentary continental breakfast—Public transportation available **No bus groups. Limited amount of double-bedded rooms.*
20 minutes to Brooklyn

**HOTEL PENNSYLVANIA** **$85.00**
401 7th Avenue
New York, NY 10001
Phone: (800) 223-8585 (Reservations)
Phone: (212) 736-5000
Fax: (212) 502-8153
Restaurants—Public parking & transportation available—***Accept reservations only on floors, 4, 5, 9, 10, and 13***
25 minutes to Brooklyn

**MARRIOTT BROOKLYN BRIDGE** **$152.00**
333 Adams Street
Brooklyn, NY 11201
Phone: (718) 246-7000
Fax: (718) 246-0563
Indoor pool—Restaurant—Public parking & transportation available
5 minutes to Brooklyn

**MARRIOTT DOWNTOWN** **$152.00**
85 West Street
New York, NY 10006
Phone: (212) 385-4900
Fax: (212) 385-9174
Indoor pool—Restaurants—Public parking & transportation available
10 minutes to Brooklyn

**MARRIOTT EASTSIDE** **$155.00**
525 Lexington Avenue
New York, NY 10017
Phone: (212) 755-4000
Fax: (212) 751-3440
Restaurants—Public parking & transportation available
15 minutes to Brooklyn

**MARRIOTT LA GUARDIA AIRPORT** **$133.00**
102-05 Ditmars Boulevard
East Elmhurst, NY 11369
Phone: (718) 565-8900
Fax: (718) 899-0764
Free parking—Restaurant —Complimentary shuttle to/from La Guardia Airport—Public parking & transportation available
25 minutes to Brooklyn

**SLEEP INN*** **1-2 Adults $89.00**
247 49th Street **3 Adults $94.00**
Brooklyn, NY 11220 **4 Adults $99.00**
Phone: (718) 748-6400
Fax: (718) 748-6401

Children 18 years of age and under are free

Limited parking—Mini-refrigerator/Microwave oven—Complimentary continental breakfast—Public transportation available. **No bus groups. Limited amount of double-bedded rooms.*
20 minutes to Brooklyn

## NEW JERSEY

**CLINTON INN HOTEL** **$77.00**
145 Dean Drive
Tenafly, NJ 07670
Phone: (201) 871-3200
Fax: (201) 568-1758
Free parking—Restaurant
30 minutes to Brooklyn; 5 minutes to Englewood Hospital & Medical Center New Jersey

**COUNTRY INN & SUITES** **$78.00**
100 Glimcher Realty Way
Elizabeth, NJ 07201
Phone: (908) 282-0020
Fax: (908) 965-0954
Free parking—Indoor pool—Complimentary continental breakfast—Public transportation available—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**COURTYARD by MARRIOTT** **$75.00**
87 Glimcher Realty Way
Elizabeth, NJ 07201
Phone: (908) 436-9800
Fax: (908) 436-9888
Free parking—Café—Public transportation available—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**COURTYARD by MARRIOTT** **$74.00**
1 Polito Avenue
Lyndhurst, NJ 07071
Phone: (201) 896-6666
Fax: (201) 896-1309
Free parking—Indoor pool—Restaurant—Public transportation available
35 minutes to Brooklyn

**COURTYARD by MARRIOTT** **$79.00**
100 Chestnut Ridge Road
Montvale, NJ 07645
Phone: (201) 391-7700
Fax: (201) 391-6648
Free parking—Outdoor pool—Restaurant
40 minutes to Brooklyn, 65 minutes to Wallkill

**COURTYARD by MARRIOTT** **$75.00**
600 Route 1 & 9 South
Newark, NJ 07114
Phone: (973) 643-8500
Fax: (973) 648-0662
Free parking—Indoor pool— Restaurant—Complimentary shuttle to/from Newark Liberty Airport
30 minutes to Brooklyn

**FAIRFIELD INN & SUITES** **$69.00**
850 Route 120
East Rutherford, NJ 07073
Phone: (201) 507-5222
Fax: (201) 507-0744
Free parking—Indoor pool—Complimentary continental breakfast
40 minutes to Brooklyn

**FAIRFIELD INN & SUITES** **$73.00**
618-50 Route 1 & 9 South
Newark, NJ 07114
Phone: (973) 242-2600
Fax: (973) 242-6560
Free parking—Indoor pool—Complimentary continental breakfast—Complimentary shuttle to/from Newark Liberty Airport
30 minutes to Brooklyn

**HAMPTON INN NEWARK AIRPORT** **$76.00**
1128-38 Spring Street
Elizabeth, NJ 07201
Phone: (908) 355-0500
Fax: (908) 355-4343
Free parking—Mini-refrigerator/Microwave oven—Deluxe complimentary continental breakfast— Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**HILTON GATEWAY** **$84.00**
1 Gateway Center at Raymond Blvd.
Newark, NJ 07102
Phone: (973) 622-5000
Fax: (973) 824-2188
Indoor pool—Restaurants—Complimentary shuttle to/from Newark Liberty Airport—Public parking & transportation via NJ PATH train available—Enterprise rental location
25 minutes to Brooklyn

**HOLIDAY INN MEADOWLANDS** **$73.00**
283 Route 17 South
Hasbrouck Heights, NJ 07604
Phone: (800) 438-8687 (Reservations)
Phone: (201) 288-9600
Fax: (201) 288-4527
Free parking—Outdoor pool—Restaurant—Public transportation available
40 minutes to Brooklyn

**HOLIDAY INN EXPRESS** **$76.00**
2600 Tonnelle Avenue
North Bergen, NJ 07047
Phone: (201) 866-0400
Fax: (201) 865-7448
Free parking—Outdoor pool—Mini-refrigerator/Microwave oven—Complimentary continental breakfast—Public transportation available
25 minutes to Brooklyn

**LA QUINTA INN** **$68.00**
265 Route 3 East
Clifton, NJ 07014
Phone: (800) 524-1089 (Reservations)
Phone: (973) 778-6500
Fax: (973) 778-8724
Free parking—Indoor pool—Restaurant—Complimentary continental breakfast
40 minutes to Brooklyn

**LA QUINTA INN** **$66.00**
38 Two Bridges Road
Fairfield, NJ 07004
Phone: (800) 524-1089 (Reservations)
Phone: (973) 575-1742
Fax: (973) 575-9567
Free parking—Indoor pool—Complimentary continental breakfast—Restaurants (nearby)
50 minutes to Brooklyn, 85 minutes to Wallkill

**LA QUINTA INN** **$55.00**
1830 Route 23 & Ratzer Road
Wayne, NJ 07470
Phone: (800) 524-1089 (Reservations)
Phone: (973) 696-8050
Fax: (973) 696-0682
Free parking—Restaurant—Complimentary continental breakfast
55 minutes to Brooklyn, 80 minutes to Wallkill

**MARRIOTT HOTEL** **$84.00**
Newark Liberty International Airport
Newark, NJ 07114
Phone: (800) 228-9290 (Reservations)
Phone: (973) 623-0006
Fax: (973) 504-6197
Parking $5.00—Restaurants—Indoor & outdoor pool — Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**MEADOWLANDS PLAZA** **$66.00**
40 Wood Avenue
Secaucus, NJ 07094
Phone: (201) 272-1000
Fax: (201) 272-1002
Free parking—Restaurant
30 minutes to Brooklyn

**RAMADA HOTEL** **$64.00**
120 Evergreen Place
Interstate 280, Exit 12A
East Orange, NJ 07018
Phone: (973) 677-3100
Fax: (973) 677-2630
Free parking—Complimentary continental breakfast
35 minutes to Brooklyn

**RENAISSANCE NEWARK AIRPORT HOTEL** **$77.00**
1000 Spring Street
Elizabeth, NJ 07201
Phone: (908) 436-4600
Phone: (866) 234-7535
Fax: (908) 436-4610
Free Parking—Indoor pool—Restaurant—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**RESIDENCE INN BY MARRIOTT** **$84.00**
83 Glimcher Realty Way
Elizabeth, NJ 07201
Studio rooms only
Phone: (908) 352-4300
Fax: (908) 352-4344
Free parking—Indoor pool—Complimentary full buffet breakfast—Kitchenette w/refrigerator and stove—Public transportation available—Complimentary shuttle to/from Newark Liberty Airport and Jersey Gardens Mall
35 minutes to Brooklyn

**SHERATON NEWARK AIRPORT HOTEL** **$84.00**
128 Frontage Road
Newark, NJ 07114
Phone: (973) 690-5500
Fax: (973) 589-6223
Free parking—Restaurants—Indoor pool—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**SPRINGHILL SUITES NEWARK AIRPORT** **$78.00**
652 Route 1 & 9 South
Newark, NJ 07114
Phone: (888) 887-8123 (Reservations)
Phone: (973) 624-5300
Fax: (973) 242-6560
Free parking—Indoor pool—Mini-refrigerator/Microwave oven—Complimentary deluxe continental breakfast—Complimentary shuttle to/from Newark Liberty Airport
30 minutes to Brooklyn

## VICINITY OF PATTERSON, NEW YORK

**COURTYARD by MARRIOTT** **$73.00**
17 Westgate Drive
Interstate 84, Exit 13N
Fishkill, NY 12524
Phone: (845) 897-2400
Fax: (845) 897-2274
Free parking—Indoor pool—Restaurants (nearby)
30 minutes to Patterson, 40 minutes to Wallkill

**ETHAN ALLEN HOTEL** **$75.00**
Interstate 84, Exit 4
Danbury, CT 06811
Phone: (800) 742-1776
Phone: (203) 744-1776
Fax: (203) 791-9673
Free parking—Outdoor pool—Restaurant
20 minutes to Patterson

**HAMPTON INN FISHKILL** **$75.00**
544 Route 9
Fishkill, NY 12524
Phone: (845) 896-4000
Fax: (845) 896-2799
Free parking—Indoor pool—Mini-refrigerator—Microwave oven—Deluxe complimentary continental breakfast—Restaurants nearby
30 minutes to Patterson, 40 minutes to Wallkill

**HILTON GARDEN INN** **$69.00**
119 Mill Plain Road
Danbury, CT 06811
Phone: (203) 205-2000
Fax: (203) 205-2001
Free parking—Indoor pool—Mini-refrigerator/Microwave oven—Restaurant
20 minutes to Patterson

**HILTON GARDEN INN** **$69.00**
21 Westgate Drive
Fishkill, NY 12524
Phone: (845) 896-7100
Fax: (845) 896-7111
Free parking—Indoor pool—Mini-refrigerator/Microwave oven—Restaurant
20 minutes to Patterson, 40 minutes to Wallkill

**HOLIDAY INN FISHKILL** **$73.00**
542 Route 9
Fishkill, NY 12524
Phone: (845) 896-6281
Fax: (845) 896-5410
Free parking—Outdoor pool—Restaurant
30 minutes to Patterson, 40 minutes to Wallkill

**MARON HOTEL & SUITES** **$67.00**
42 Lake Avenue Extension
Interstate 84, Exit 4
Mill Plain Road
Danbury, CT 06811
Phone: (203) 791-2200
Fax: (203) 791-2201
Free parking—Restaurant—Mini-refrigerator/Microwave oven—Complimentary continental breakfast
20 minutes to Patterson

**MARRIOTT WESTCHESTER** **$64.00**
670 White Plains Road
Tarrytown, NY 10591
Phone: (914) 631-2200
Fax: (914) 631-7819
Free parking—Indoor pool—Restaurants
50 min. to Brooklyn, 45 min. to Patterson, 80 min. to Wallkill

**PATTERSON INN** **$40.00-60.00***
50 Watchtower Drive (Route 22)
Patterson, NY 12563
Phone: (845) 306-3500
Fax: (845) 306-3501
Email: PattersonInn@jw.org
Free parking—Kitchenette—Refrigerators & microwave ovens
***Suggested donation — Please submit requests through your Congregation Service Committee

**QUALITY INN & SUITES** **$62.00**
78 Federal Road
Danbury, CT 06810
Phone: (877) 743-6702
Phone: (203) 743-6701
Fax: (203) 743-1825
Free parking—Indoor pool—Restaurant—Complimentary continental breakfast
25 minutes to Patterson

**QUALITY INN & SUITES** **$70.00**
849 Route 52
Interstate 84, Exit 12
Fishkill, NY 12524
Phone: (845) 897-9300
Fax: (845) 897-9301
Free Parking—Complimentary continental breakfast—Restaurant nearby
30 minutes to Patterson, 40 minutes to Wallkil

**SPRINGHILL SUITES DANBURY** **$74.00**
30 Old Ridgebury Road
Danbury, CT 06810
Phone: (203) 744-7333
Fax: (203) 744-7555
Free parking—Mini-refrigerator/Microwave oven—Complimentary deluxe continental breakfast
20 minutes to Patterson

# VICINITY OF WALLKILL, NEW YORK

PLEASE NOTE: A few hotels in the vicinity of Brooklyn and Patterson are also listed with driving times to Wallkill. You may want to consult those if the hotels shown below do not have availability.

**COMFORT INN** **$65.00**
5 Lakeside Road
Newburgh, NY 12550
Phone: (845) 567-0567
Fax: (845) 567-0582
Free parking—Outdoor pool—Complimentary continental breakfast—Restaurants (nearby)
30 minutes to Wallkill, 40 minutes to Patterson

**DOUBLETREE HOTEL** **$72.00**
180 Route 17 South
Mahwah, NJ 07430
Phone: (201) 529-5880
Fax: (201) 529-4767
Free parking—Indoor pool—Restaurant—Enterprise rental location
1 hour to Brooklyn, 1 hour to Wallkill, 75 min. to Patterson

**HAMPTON INN** **$77.00**
20 Crystal Run Crossing
Route 17, Exit 122
Middletown, NY 10941
Phone: (845) 344-3400
Fax: (845) 344-3403
Free parking—Outdoor heated pool—Deluxe complimentary continental breakfast
25 minutes to Wallkill

**HARVEST INN MOTEL** **$59.00**
95 Boniface Drive
Pine Bush, NY 12566
Phone: (800) 538-4667
Phone: (845) 744-5700
Fax: (845) 744-6147
Free parking—Outdoor pool—Restaurant (nearby)
10 minutes to Wallkill

**HOLIDAY INN & CONFERENCE CENTER** **$73.00**
3 Executive Boulevard
Interstate 87, Exit 14B
Suffern, NY 10901
Phone: (845) 357-4800
Fax: (845) 918-1475
Free parking—Indoor pool—Restaurants—Complimentary continental breakfast
1 hour to Brooklyn, 1 hour to Wallkill, 75 min. to Patterson

**HOMEWOOD SUITES HOTEL NEWBURGH** **1-2 Adults $79.00**
180 Breunig Road **3 Adults $89.00**
New Windsor, NY 12553 **4 Adults $99.00**
Phone: (845) 567-2700
Fax: (845) 567-2703
Children 18 years of age and under are free
Free parking—Indoor pool—Deluxe complimentary continental breakfast—Full kitchen—King-bedded rooms with sofa sleeper and studio suites available.
30 minutes to Wallkill, 40 minutes to Patterson

**HOWARD JOHNSON INN** **$65.00**
95 Route 17K
Interstate 87, Exit 17
Newburgh, NY 12550
Phone: (845) 564-4000
Fax: (845) 564-0620
Free parking—Restaurant—Complimentary continental breakfast
30 minutes to Wallkill, 40 minutes to Patterson

**MICROTEL INN & SUITES** **$70.00**
19 Crystal Run Crossing
Route 17, Exit 122
Middletown, NY 10941
Phone: (845) 692-0098
Fax: (845) 692-0078
Free parking—Complimentary continental breakfast—Restaurants (nearby)
25 minutes to Wallkill

**RAMADA INN & SUITES** **$70.00**
1289 Route 300
Newburgh, NY 12550
Phone: (845) 564-4500
Fax: (845) 564-4524
Free parking—Outdoor pool—Restaurant— Complimentary continental breakfast—Complimentary shuttle to/from Stewart Airport
30 minutes to Wallkill, 40 minutes to Patterson

**SUPER 8 MOTEL** **$54.00**
563 Route 211 East
Route 17, Exit 120
Middletown, NY 10940
Phone: (845) 692-5828
Fax: (845) 692-5828
Free parking—Complimentary toast bar—Restaurants (nearby)
20 minutes to Wallkill

**SUPER 8 MOTEL** **$54.00**
207 Montgomery Road
Interstate 84, Exit 5
Montgomery, NY 12549
Phone: (845) 457-3143
Fax: (845) 457-3143
Free parking—Complimentary toast bar
25 minutes to Wallkill, 45 minutes to Patterson

**SUPER 8 MOTEL** **$54.00**
1287 Route 300
Interstate 87, Exit 17
Newburgh, NY 12550
Phone: (845) 564-5700
Fax: (845) 564-7338
Free parking—Complimentary toast bar—Restaurant (nearby)
30 minutes to Wallkill, 40 minutes to Patterson

# AUTOMOBILE RENTAL

**Automobile Rental Instructions and Reminders**

- ❖ All rates shown are valid through December 31, 2011.
- ❖ When calling, identify yourself as one of Jehovah's Witnesses or a visitor to the Watchtower facilities.
- ❖ You must be at least 21 years of age, show a valid driver's license, and provide a credit card in your own name.
- ❖ When parking the vehicle during your rental, remove personal belongings from view (either take them with you or place them in the trunk).
- ❖ Additional qualifications will apply if using a debit card or cash.

**Vehicle Inspection Checklist–Before You Leave the Car Rental Lot**

- ☑ Carefully read the Rental Agreement before you sign it.
- ☑ Inspect the vehicle for any damage, or you may be liable for pre-existing damages when you return the vehicle. Look for chips or cracks in the glass, dents, missing items (hubcaps, gas caps, etc.).
- ☑ Report any damage to the representative **before** you leave, having the items noted on your Rental Agreement.

## ENTERPRISE RENT-A-CAR

The Watchtower corporate ID number for Enterprise rentals is: FFC1700. Provide this number when you reserve a vehicle. In addition to the local numbers for each area, reservations can also be made by calling (800) 593-0505 or online at www.enterprise.com. (Use the corporate ID number FFC1700 and enter the 3 digit PIN "WAT") Ask for, or note, the total estimated charges including sales tax.

If renting from the Newark Liberty, John F. Kennedy, or LaGuardia airport locations, a 9.3% airport access fee will be added.

To supplement the minimum financial responsibility provided by Enterprise, renter may purchase optional Supplemental Liability Protection (SLP) from Enterprise (**New York State, Connecticut, or New Jersey**: $12.99 per day), which provides coverage up to $1,000,000 in the event of a claim.

*Collision Damage Waiver (*CDW*) is not included in Connecticut or New Jersey, though renter may:*

1) Purchase CDW from Enterprise (**Connecticut:** $19.99 per day; **New Jersey:** $16.99 per day).
2) Use a credit card that offers CDW insurance.
3) Renter's personal automobile insurance, if transferable, may cover in full.

*Damage Waiver (DW) is not included in New York State, though renter may:*

1) Purchase DW from Enterprise ($8.99 per day for cars up to a Premium, including Minivans; $11.99 per day for Premium, and SUV).
2) Use a credit card that offers DW insurance.
3) Renter's personal automobile insurance, if transferable, may cover in full.

Renter must report any accident to the police and provide Enterprise with an Accident Information Exchange Form within 24 hours of an accident.

Renters of Economy, Compact, Mid-size, Standard, Full-size, Premium, and Luxury vehicles have unlimited mileage within the tri-state area (New York, New Jersey, and Connecticut). When traveling outside the tri-state area, or when renting a Minivan, vehicle mileage will be capped at 200 free miles per day, and $.20 each additional mile thereafter. The 200 free miles per day are cumulative, that is, a 7-day rental will allow 1,400 miles total, etc.

Free of charge, Enterprise will pick up renters and bring them to the rental location and provide a drop-off service after the rental vehicle is returned, within the region of each rental location. It is preferred that rented vehicles be returned to the location from which they were rented, although Enterprise will allow vehicles to be returned to a different rental location ***in the same region*** without a drop charge. ***Each*** of the following constitutes a separate rental region: Brooklyn/Queens; Bronx; Manhattan; Staten Island; New Jersey; Connecticut; upstate New York. A drop charge will be assessed for a rental returned to a different region. Complimentary shuttles are available from La Guardia, JFK, and Newark Liberty airports to the airport rental location.

## Brooklyn • Queens • Bronx • Manhattan • Staten Island

290 Livingston Street
Brooklyn, NY 11217
Phone: (718) 488-8800
Fax: (718) 488-8915

| | DAILY | WEEKLY |
|---|---|---|
| Compact | $44.00 | $233.00 |
| Intermediate | $48.00 | $254.00 |
| Standard | $52.00 | $276.00 |
| Full-size | $56.00 | $297.00 |
| Premium | $60.00 | $318.00 |
| Minivan | $66.00 | $350.00 |
| Pickup truck/Cargo van | $54.00 | $286.00 |

Coverage: All rental locations in the five New York City boroughs, including La Guardia and JFK airports.

## Upstate New York

1600 Route 22
Brewster, NY 10509
Phone: (845) 278-0211

Route 17M/Bates Gates Rd.
New Hampton, NY 10958
Phone: (845) 374-5010

63 Route 17K
Newburgh, NY 12550
Phone: (845) 562-3311

| | DAILY | WEEKLY |
|---|---|---|
| Economy/Compact | $35.00 | $186.00 |
| Intermediate | $37.00 | $196.00 |
| Standard | $40.00 | $212.00 |
| Full-size | $43.00 | $228.00 |
| Premium | $51.00 | $270.00 |
| Minivan | $58.00 | $307.00 |
| Pickup truck/Cargo van | $48.00 | $254.00 |

Coverage: Over 13 additional locations including but not limited to, Albany (ALB), Kingston, Poughkeepsie, Schenectady, Troy, Wappingers Falls, and White Plains (HPN) .

## Connecticut

2 Prindle Lane
Danbury, CT 06810
Interstate 84, Exit 2
Phone: (203) 743-1112
Fax: (203) 748-5855

| | DAILY | WEEKLY |
|---|---|---|
| Economy/Compact | $34.00 | $180.00 |
| Intermediate | $36.00 | $191.00 |
| Standard | $38.00 | $201.00 |
| Full-size | $41.00 | $217.00 |
| Premium | $43.00 | $228.00 |
| Minivan | $55.00 | $292.00 |
| Pickup truck/Cargo van | $46.00 | $244.00 |

Coverage: Over 15 additional locations including but not limited to, Bridgeport, New Haven, New Milford, Ridgefield, Stamford, and Windsor Locks (BDL). ***Connecticut only:*** A $1.00 per day state tourism fee and a 3% state surcharge are added to each rental.

## New Jersey

832 Communipaw Ave.
Jersey City, NJ 07304
Phone: (201) 434-2424
Fax: (201) 434-2524

162 US Hwy 1 and 9
Newark, NJ 07114
Phone: (973) 242-3400
Fax: (973) 242-3270

| | DAILY | WEEKLY |
|---|---|---|
| Economy/Compact | $34.00 | $180.00 |
| Intermediate | $36.00 | $191.00 |
| Standard | $38.00 | $201.00 |
| Full-size | $41.00 | $217.00 |
| Premium | $46.00 | $244.00 |
| Minivan | $58.00 | $307.00 |
| Pickup truck/Cargo van | $46.00 | $244.00 |

Coverage: All rental locations in New Jersey, including Newark Liberty Airport (EWR) ***New Jersey only:*** A $5.00 per day Homeland Security charge is added to each rental.

OFFICE HOURS: Except for airport locations, Enterprise rental locations are usually closed in the evening and on the weekends, or open only until noon on Saturdays. Be sure the rental location is open when you plan to pick up or return your rental vehicle.

# VICINITY OF CANADA BETHEL

Visitors are welcome to take a guided tour of the Canada Bethel during regular working hours, Monday through Friday, 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Complete tours of the branch facilities take approximately two hours.

Brothers who are coordinating charter groups are requested first to correspond by mail with the Tour Desk, Watch Tower Society, P.O. Box 4100, Georgetown, Ontario L7G 4Y4.

The following rates are subject to all applicable taxes.

**COURTYARD by MARRIOTT-MISSISSAUGA** **CN$65.00**
7015 Century Avenue
Mississauga, Ontario L5N 7K2
Phone: (905) 567-5566
Fax: (905) 567-1355
Free parking-Indoor pool-Exercise facilities-
In-house café, serving only breakfast
Mini refrigerator- Microwave available by request
25 minutes to Canada Bethel

**DELTA MEADOWVALE RESORT** **CN$79.00**
6750 Mississauga Road
Mississauga, Ontario L5N 2L3
Phone: (905) 821-1981
Fax: (905) 542-6742
Free parking—**Please do not accept any charge for parking**
Indoor & outdoor pools—Exercise facilities—Restaurant
25 minutes to Canada Bethel, 15 minutes to airport

**FAIRFIELD INN & SUITES by MARRIOTT** **CN$65.00**
150 Westcreek Boulevard
Brampton, Ontario L6T 5V7
Phone: (905) 874-7177
Fax: (905) 450-5642
Free parking—Complimentary deluxe continental breakfast—Heated indoor pool and hot tub—Exercise facilities—Microwave—Mini refrigerator
30 minutes to Canada Bethel

**HAMPTON INN & SUITES–TORONTO AIRPORT** **CN$69.00**
3279 Caroga Drive
Mississauga, Ontario L4V 1A3
Phone: (905) 671-4730
Fax: (905) 671-4739
Free parking—Complimentary buffet breakfast—Indoor pool—Exercise facilities—Complimentary shuttle to/from airport
30 minutes to Canada Bethel

**HOLIDAY INN – LOCKPORT** **US$60.00**
515 South Transit Street
Lockport, NY 14094
U.S.A.
Phone: (716) 434-6151
Fax: (716) 434-5117
Free parking-Indoor pool-Exercise facilities-Restaurant
30 minutes to Niagara Falls (U.S. side)
2 hours to Canada Bethel

**HOLIDAY INN SELECT—MISSISSAUGA** **CN$65.00***
2565 Argentia Road **SUITE** **CN$99.00****
Mississauga, Ontario L5N 5V4
Phone: (905) 542-2121
Fax: (905) 542-1916
Free parking—Complimentary Breakfast Indoor pool-Exercise facilities-Restaurant
Complimentary continental breakfast
25 minutes to Canada Bethel
*rooming for four consists of one king bed and one sofa bed; no regular rooms with two queens
**up to **six adults** may stay in the suite, consisting of two queen beds and one sofa bed; each suite has a fridge and a microwave

## THRIFTY CAR RENTAL (Canada Bethel only)

**The Watch Tower account number for Thrifty Car Rental is: 1660540761. Provide this number when you reserve a vehicle.** Renters of all vehicle types have unlimited kilometers up to a maximum of six days. After six days, kilometers are capped at 1,400 per week, and $0.18 per additional kilometer. There is no charge for additional drivers and no surcharge for drivers 21-24 years old. **All rates shown are in Canadian currency.**

| VEHICLE | DAILY | WEEKLY |
|---|---|---|
| Economy | CN$41.00 | CN$225.50 |
| Compact | CN$43.00 | CN$236.50 |
| Midsize | CN$45.00 | CN$247.50 |
| Full-size | CN$47.00 | CN$258.50 |
| Luxury | CN$59.00 | CN$324.50 |
| Minivan | CN$49.00 | CN$269.50 |
| SUV | CN$59.00 | CN$324.50 |

| Toronto | | Greater Toronto Area | |
|---|---|---|---|
| Parliament & Queen | (416) 868-0350 | Airport | (905) 671-7830 |
| Carlton & Jarvis | (416) 515-7700 | Mississauga | (905) 897-1888 |
| Bloor & Royal York | (416) 231-2217 | | |
| Eaton Centre | (416) 591-0861 | | |
| Bay & Bloor | (416) 515-0366 | | |

**Worldwide Reservations**

(800) FOR-CARS (367-2277)

# 2010 BETHEL VISITORS LODGING AND CAR RENTAL LIST

**To Make a Reservation**

- ☑ Call the hotel during regular business hours (9 a.m. – 5 p.m. ET) and inform them you would like to make a reservation.
- ☑ Identify yourself as one of Jehovah's Witnesses and state the date(s) for which you would like a reservation.
- ☑ If the reduced rate *is* available, be sure to obtain a confirmation number. Keep your first reservation. (Matt. 5:37) If you must cancel a reservation, do so as early as possible. Be sure to obtain a cancellation number.
- ☑ If the reduced rate *is not* available, you can either ask when it is available or call another hotel on the list. **Please do not accept a higher rate.**
- ☑ If you plan on arriving after 6 p.m., you should guarantee the reservation with one night's deposit (credit card, check, or money order).

**Reminders**

- ❖ THIS LIST IS CONFIDENTIAL AND FOR YOUR USE ONLY. PLEASE DO NOT MAKE COPIES OF THIS LIST OR DISCLOSE ANY OF ITS INFORMATION TO HOTEL PERSONNEL.
- ❖ Except where indicated, hotel rates are valid from January 1 through December 31, 2010. Rates are subject to all applicable taxes.
- ❖ At certain times a hotel will not offer the special rate, even when rooms are available at a higher rate. This is the hotel's prerogative.
- ❖ Unless otherwise noted, all room rates are based on occupancy of no more than four (4) persons per room. Fire regulations require that you not exceed the number of adults that the list allows for each hotel room. Please adhere to this requirement.
- ❖ Advance deposits are required at most hotels if you represent a group needing 10 or more rooms.
- ❖ Since your arrangements are made directly with the hotel, you are responsible for any problems, errors, or difficulties that may arise. If you encounter a serious problem with a particular hotel or car rental on this list, you may contact the Central Tour Desk at Patterson by calling (845) 306-1000.

## VICINITY OF BROOKLYN, NEW YORK

### NEW YORK CITY

**COURTYARD by MARRIOTT LA GUARDIA AIRPORT** **$125.00**
90-10 Grand Central Parkway
East Elmhurst, NY 11369
Phone: (718) 446-4800
Fax: (718) 446-4886
Free parking—Indoor pool—Restaurant—Complimentary shuttle to/from La Guardia Airport— Public transportation available
25 minutes to Brooklyn

**COURTYARD by MARRIOTT UPPER EAST SIDE** **$142.00**
410 East 92 Street
New York, NY 10128
Phone: (212) 410-6777
Fax: (212) 930-7615
Indoor pool—Restaurant—Public parking & transportation available
20 minutes to Brooklyn

**CROWNE PLAZA** **$130.00**
104-04 Ditmars Boulevard
East Elmhurst, NY 11369
Phone: (718) 457-6300
Fax: (718) 672-8295
Free parking—Indoor pool—Restaurant—Complimentary shuttle to/from La Guardia Airport—Public transportation available
25 minutes to Brooklyn

**DAYS INN*** **1-2 Adults $89.00**
31-36 Queens Boulevard **3 Adults $94.00**
Long Island City, NY 11101 **4 Adults $99.00**
Phone: (718) 433-0077
Fax: (718) 433-0079
Children 18 years of age and under are free
Limited parking—Mini-refrigerator/Microwave oven—Complimentary continental breakfast—Public transportation available **No bus groups. Limited amount of double-bedded rooms.*
20 minutes to Brooklyn

**HOLIDAY INN EXPRESS*** **1-2 Adults $89.00**
279 Butler Street **3 Adults $94.00**
Brooklyn, NY 11201 **4 Adults $99.00**
Phone: (718) 855-9600
Fax: (718) 855-9605
Children 18 years of age and under are free
Limited parking—Complimentary continental breakfast—Public transportation available **No bus groups. Limited amount of double-bedded rooms.*
20 minutes to Brooklyn

**HOTEL PENNSYLVANIA** **$85.00**
401 7th Avenue
New York, NY 10001
Phone: (800) 223-8585 (Reservations)
Phone: (212) 736-5000
Fax: (212) 502-8153
Restaurants—Public parking & transportation available—***Accept reservations only on floors, 4, 5, 9, 10, and 13***
25 minutes to Brooklyn

**MARRIOTT BROOKLYN BRIDGE** **$152.00**
333 Adams Street
Brooklyn, NY 11201
Phone: (718) 246-7000
Fax: (718) 246-0563
Indoor pool—Restaurant—Public parking & transportation available
5 minutes to Brooklyn

**MARRIOTT DOWNTOWN** **$152.00**
85 West Street
New York, NY 10006
Phone: (212) 385-4900
Fax: (212) 385-9174
Indoor pool—Restaurants—Public parking & transportation available
10 minutes to Brooklyn

**MARRIOTT EASTSIDE** **$155.00**
525 Lexington Avenue
New York, NY 10017
Phone: (212) 755-4000
Fax: (212) 751-3440
Restaurants—Public parking & transportation available
15 minutes to Brooklyn

**MARRIOTT LA GUARDIA AIRPORT** **$133.00**
102-05 Ditmars Boulevard
East Elmhurst, NY 11369
Phone: (718) 565-8900
Fax: (718) 899-0764
Free parking—Restaurant —Complimentary shuttle to/from La Guardia Airport—Public parking & transportation available
25 minutes to Brooklyn

**SLEEP INN*** **1-2 Adults $89.00**
247 49th Street **3 Adults $94.00**
Brooklyn, NY 11220 **4 Adults $99.00**
Phone: (718) 748-6400
Fax: (718) 748-6401

Children 18 years of age and under are free

Limited parking—Mini-refrigerator/Microwave oven—Complimentary continental breakfast—Public transportation available. **No bus groups. Limited amount of double-bedded rooms.*
20 minutes to Brooklyn

## NEW JERSEY

**CLINTON INN HOTEL** **$77.00**
145 Dean Drive
Tenafly, NJ 07670
Phone: (201) 871-3200
Fax: (201) 568-1758
Free parking—Restaurant
30 minutes to Brooklyn; 5 minutes to Englewood Hospital & Medical Center New Jersey

**COUNTRY INN & SUITES** **$78.00**
100 Glimcher Realty Way
Elizabeth, NJ 07201
Phone: (908) 282-0020
Fax: (908) 965-0954
Free parking—Indoor pool—Complimentary continental breakfast—Public transportation available—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**COURTYARD by MARRIOTT** **$75.00**
87 Glimcher Realty Way
Elizabeth, NJ 07201
Phone: (908) 436-9800
Fax: (908) 436-9888
Free parking—Café—Public transportation available—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**COURTYARD by MARRIOTT** **$74.00**
1 Polito Avenue
Lyndhurst, NJ 07071
Phone: (201) 896-6666
Fax: (201) 896-1309
Free parking—Indoor pool—Restaurant—Public transportation available
35 minutes to Brooklyn

**COURTYARD by MARRIOTT** **$79.00**
100 Chestnut Ridge Road
Montvale, NJ 07645
Phone: (201) 391-7700
Fax: (201) 391-6648
Free parking—Outdoor pool—Restaurant
40 minutes to Brooklyn, 65 minutes to Wallkill

**COURTYARD by MARRIOTT** **$75.00**
600 Route 1 & 9 South
Newark, NJ 07114
Phone: (973) 643-8500
Fax: (973) 648-0662
Free parking—Indoor pool— Restaurant—Complimentary shuttle to/from Newark Liberty Airport
30 minutes to Brooklyn

**FAIRFIELD INN & SUITES** **$69.00**
850 Route 120
East Rutherford, NJ 07073
Phone: (201) 507-5222
Fax: (201) 507-0744
Free parking—Indoor pool—Complimentary continental breakfast
40 minutes to Brooklyn

**FAIRFIELD INN & SUITES** **$73.00**
618-50 Route 1 & 9 South
Newark, NJ 07114
Phone: (973) 242-2600
Fax: (973) 242-6560
Free parking—Indoor pool—Complimentary continental breakfast—Complimentary shuttle to/from Newark Liberty Airport
30 minutes to Brooklyn

**HAMPTON INN NEWARK AIRPORT** **$76.00**
1128-38 Spring Street
Elizabeth, NJ 07201
Phone: (908) 355-0500
Fax: (908) 355-4343
Free parking—Mini-refrigerator/Microwave oven—Deluxe complimentary continental breakfast— Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**HILTON GATEWAY** **$84.00**
1 Gateway Center at Raymond Blvd.
Newark, NJ 07102
Phone: (973) 622-5000
Fax: (973) 824-2188
Indoor pool—Restaurants—Complimentary shuttle to/from Newark Liberty Airport—Public parking & transportation via NJ PATH train available—Enterprise rental location
25 minutes to Brooklyn

**HOLIDAY INN MEADOWLANDS** **$73.00**
283 Route 17 South
Hasbrouck Heights, NJ 07604
Phone: (800) 438-8687 (Reservations)
Phone: (201) 288-9600
Fax: (201) 288-4527
Free parking—Outdoor pool—Restaurant—Public transportation available
40 minutes to Brooklyn

**HOLIDAY INN EXPRESS** **$76.00**
2600 Tonnelle Avenue
North Bergen, NJ 07047
Phone: (201) 866-0400
Fax: (201) 865-7448
Free parking—Outdoor pool—Mini-refrigerator/Microwave oven—Complimentary continental breakfast—Public transportation available
25 minutes to Brooklyn

**LA QUINTA INN** **$68.00**
265 Route 3 East
Clifton, NJ 07014
Phone: (800) 524-1089 (Reservations)
Phone: (973) 778-6500
Fax: (973) 778-8724
Free parking—Indoor pool—Restaurant—Complimentary continental breakfast
40 minutes to Brooklyn

**LA QUINTA INN** **$66.00**
38 Two Bridges Road
Fairfield, NJ 07004
Phone: (800) 524-1089 (Reservations)
Phone: (973) 575-1742
Fax: (973) 575-9567
Free parking—Indoor pool—Complimentary continental breakfast—Restaurants (nearby)
50 minutes to Brooklyn, 85 minutes to Wallkill

**LA QUINTA INN** **$55.00**
1830 Route 23 & Ratzer Road
Wayne, NJ 07470
Phone: (800) 524-1089 (Reservations)
Phone: (973) 696-8050
Fax: (973) 696-0682
Free parking—Restaurant—Complimentary continental breakfast
55 minutes to Brooklyn, 80 minutes to Wallkill

**MARRIOTT HOTEL** **$84.00**
Newark Liberty International Airport
Newark, NJ 07114
Phone: (800) 228-9290 (Reservations)
Phone: (973) 623-0006
Fax: (973) 504-6197
Parking $5.00—Restaurants—Indoor & outdoor pool — Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**MEADOWLANDS PLAZA** **$66.00**
40 Wood Avenue
Secaucus, NJ 07094
Phone: (201) 272-1000
Fax: (201) 272-1002
Free parking—Restaurant
30 minutes to Brooklyn

**RAMADA HOTEL** **$64.00**
120 Evergreen Place
Interstate 280, Exit 12A
East Orange, NJ 07018
Phone: (973) 677-3100
Fax: (973) 677-2630
Free parking—Complimentary continental breakfast
35 minutes to Brooklyn

**RENAISSANCE NEWARK AIRPORT HOTEL** **$77.00**
1000 Spring Street
Elizabeth, NJ 07201
Phone: (908) 436-4600
Phone: (866) 234-7535
Fax: (908) 436-4610
Free Parking—Indoor pool—Restaurant—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**RESIDENCE INN BY MARRIOTT** **$84.00**
83 Glimcher Realty Way
Elizabeth, NJ 07201
Studio rooms only
Phone: (908) 352-4300
Fax: (908) 352-4344
Free parking—Indoor pool—Complimentary full buffet breakfast—Kitchenette w/refrigerator and stove—Public transportation available—Complimentary shuttle to/from Newark Liberty Airport and Jersey Gardens Mall
35 minutes to Brooklyn

**SHERATON NEWARK AIRPORT HOTEL** **$84.00**
128 Frontage Road
Newark, NJ 07114
Phone: (973) 690-5500
Fax: (973) 589-6223
Free parking—Restaurants—Indoor pool—Complimentary shuttle to/from Newark Liberty Airport
35 minutes to Brooklyn

**SPRINGHILL SUITES NEWARK AIRPORT** **$78.00**
652 Route 1 & 9 South
Newark, NJ 07114
Phone: (888) 887-8123 (Reservations)
Phone: (973) 624-5300
Fax: (973) 242-6560
Free parking—Indoor pool—Mini-refrigerator/Microwave oven—Complimentary deluxe continental breakfast—Complimentary shuttle to/from Newark Liberty Airport
30 minutes to Brooklyn

## VICINITY OF PATTERSON, NEW YORK

**COURTYARD by MARRIOTT** **$73.00**
17 Westgate Drive
Interstate 84, Exit 13N
Fishkill, NY 12524
Phone: (845) 897-2400
Fax: (845) 897-2274
Free parking—Indoor pool—Restaurants (nearby)
30 minutes to Patterson, 40 minutes to Wallkill

**ETHAN ALLEN HOTEL** **$75.00**
Interstate 84, Exit 4
Danbury, CT 06811
Phone: (800) 742-1776
Phone: (203) 744-1776
Fax: (203) 791-9673
Free parking—Outdoor pool—Restaurant
20 minutes to Patterson

**HAMPTON INN FISHKILL** **$75.00**
544 Route 9
Fishkill, NY 12524
Phone: (845) 896-4000
Fax: (845) 896-2799
Free parking—Indoor pool—Mini-refrigerator—Microwave oven—Deluxe complimentary continental breakfast—Restaurants nearby
30 minutes to Patterson, 40 minutes to Wallkill

**HILTON GARDEN INN** **$69.00**
119 Mill Plain Road
Danbury, CT 06811
Phone: (203) 205-2000
Fax: (203) 205-2001
Free parking—Indoor pool—Mini-refrigerator/Microwave oven—Restaurant
20 minutes to Patterson

**HILTON GARDEN INN** **$69.00**
21 Westgate Drive
Fishkill, NY 12524
Phone: (845) 896-7100
Fax: (845) 896-7111
Free parking—Indoor pool—Mini-refrigerator/Microwave oven—Restaurant
20 minutes to Patterson, 40 minutes to Wallkill

**HOLIDAY INN FISHKILL** **$73.00**
542 Route 9
Fishkill, NY 12524
Phone: (845) 896-6281
Fax: (845) 896-5410
Free parking—Outdoor pool—Restaurant
30 minutes to Patterson, 40 minutes to Wallkill

**MARON HOTEL & SUITES** **$67.00**
42 Lake Avenue Extension
Interstate 84, Exit 4
Mill Plain Road
Danbury, CT 06811
Phone: (203) 791-2200
Fax: (203) 791-2201
Free parking—Restaurant—Mini-refrigerator/Microwave oven—Complimentary continental breakfast
20 minutes to Patterson

**MARRIOTT WESTCHESTER** **$64.00**
670 White Plains Road
Tarrytown, NY 10591
Phone: (914) 631-2200
Fax: (914) 631-7819
Free parking—Indoor pool—Restaurants
50 min. to Brooklyn, 45 min. to Patterson, 80 min. to Wallkill

**PATTERSON INN** **$40.00-60.00***
50 Watchtower Drive (Route 22)
Patterson, NY 12563
Phone: (845) 306-3500
Fax: (845) 306-3501
Email: PattersonInn@jw.org
Free parking—Kitchenette—Refrigerators & microwave ovens
***Suggested donation — Please submit requests through your Congregation Service Committee

**QUALITY INN & SUITES** **$62.00**
78 Federal Road
Danbury, CT 06810
Phone: (877) 743-6702
Phone: (203) 743-6701
Fax: (203) 743-1825
Free parking—Indoor pool—Restaurant—Complimentary continental breakfast
25 minutes to Patterson

**QUALITY INN & SUITES** **$70.00**
849 Route 52
Interstate 84, Exit 12
Fishkill, NY 12524
Phone: (845) 897-9300
Fax: (845) 897-9301
Free Parking—Complimentary continental breakfast—Restaurant nearby
30 minutes to Patterson, 40 minutes to Wallkil

**SPRINGHILL SUITES DANBURY** **$74.00**
30 Old Ridgebury Road
Danbury, CT 06810
Phone: (203) 744-7333
Fax: (203) 744-7555
Free parking—Mini-refrigerator/Microwave oven—Complimentary deluxe continental breakfast
20 minutes to Patterson

# VICINITY OF WALLKILL, NEW YORK

PLEASE NOTE: A few hotels in the vicinity of Brooklyn and Patterson are also listed with driving times to Wallkill. You may want to consult those if the hotels shown below do not have availability.

**COMFORT INN** **$65.00**
5 Lakeside Road
Newburgh, NY 12550
Phone: (845) 567-0567
Fax: (845) 567-0582
Free parking—Outdoor pool—Complimentary continental breakfast—Restaurants (nearby)
30 minutes to Wallkill, 40 minutes to Patterson

**DOUBLETREE HOTEL** **$72.00**
180 Route 17 South
Mahwah, NJ 07430
Phone: (201) 529-5880
Fax: (201) 529-4767
Free parking—Indoor pool—Restaurant—Enterprise rental location
1 hour to Brooklyn, 1 hour to Wallkill, 75 min. to Patterson

**HAMPTON INN** **$77.00**
20 Crystal Run Crossing
Route 17, Exit 122
Middletown, NY 10941
Phone: (845) 344-3400
Fax: (845) 344-3403
Free parking—Outdoor heated pool—Deluxe complimentary continental breakfast
25 minutes to Wallkill

**HARVEST INN MOTEL** **$59.00**
95 Boniface Drive
Pine Bush, NY 12566
Phone: (800) 538-4667
Phone: (845) 744-5700
Fax: (845) 744-6147
Free parking—Outdoor pool—Restaurant (nearby)
10 minutes to Wallkill

**HOLIDAY INN & CONFERENCE CENTER** **$73.00**
3 Executive Boulevard
Interstate 87, Exit 14B
Suffern, NY 10901
Phone: (845) 357-4800
Fax: (845) 918-1475
Free parking—Indoor pool—Restaurants—Complimentary continental breakfast
1 hour to Brooklyn, 1 hour to Wallkill, 75 min. to Patterson

**HOMEWOOD SUITES HOTEL NEWBURGH** **1-2 Adults $79.00**
180 Breunig Road **3 Adults $89.00**
New Windsor, NY 12553 **4 Adults $99.00**
Phone: (845) 567-2700
Fax: (845) 567-2703
Children 18 years of age and under are free
Free parking—Indoor pool—Deluxe complimentary continental breakfast—Full kitchen—King-bedded rooms with sofa sleeper and studio suites available.
30 minutes to Wallkill, 40 minutes to Patterson

**HOWARD JOHNSON INN** **$65.00**
95 Route 17K
Interstate 87, Exit 17
Newburgh, NY 12550
Phone: (845) 564-4000
Fax: (845) 564-0620
Free parking—Restaurant—Complimentary continental breakfast
30 minutes to Wallkill, 40 minutes to Patterson

**MICROTEL INN & SUITES** **$70.00**
19 Crystal Run Crossing
Route 17, Exit 122
Middletown, NY 10941
Phone: (845) 692-0098
Fax: (845) 692-0078
Free parking—Complimentary continental breakfast—Restaurants (nearby)
25 minutes to Wallkill

**RAMADA INN & SUITES** **$70.00**
1289 Route 300
Newburgh, NY 12550
Phone: (845) 564-4500
Fax: (845) 564-4524
Free parking—Outdoor pool—Restaurant— Complimentary continental breakfast—Complimentary shuttle to/from Stewart Airport
30 minutes to Wallkill, 40 minutes to Patterson

**SUPER 8 MOTEL** **$54.00**
563 Route 211 East
Route 17, Exit 120
Middletown, NY 10940
Phone: (845) 692-5828
Fax: (845) 692-5828
Free parking—Complimentary toast bar—Restaurants (nearby)
20 minutes to Wallkill

**SUPER 8 MOTEL** **$54.00**
207 Montgomery Road
Interstate 84, Exit 5
Montgomery, NY 12549
Phone: (845) 457-3143
Fax: (845) 457-3143
Free parking—Complimentary toast bar
25 minutes to Wallkill, 45 minutes to Patterson

**SUPER 8 MOTEL** **$54.00**
1287 Route 300
Interstate 87, Exit 17
Newburgh, NY 12550
Phone: (845) 564-5700
Fax: (845) 564-7338
Free parking—Complimentary toast bar—Restaurant (nearby)
30 minutes to Wallkill, 40 minutes to Patterson

# AUTOMOBILE RENTAL

**Automobile Rental Instructions and Reminders**

- ❖ All rates shown are valid through December 31, 2011.
- ❖ When calling, identify yourself as one of Jehovah's Witnesses or a visitor to the Watchtower facilities.
- ❖ You must be at least 21 years of age, show a valid driver's license, and provide a credit card in your own name.
- ❖ When parking the vehicle during your rental, remove personal belongings from view (either take them with you or place them in the trunk).
- ❖ Additional qualifications will apply if using a debit card or cash.

**Vehicle Inspection Checklist–Before You Leave the Car Rental Lot**

- ☑ Carefully read the Rental Agreement before you sign it.
- ☑ Inspect the vehicle for any damage, or you may be liable for pre-existing damages when you return the vehicle. Look for chips or cracks in the glass, dents, missing items (hubcaps, gas caps, etc.).
- ☑ Report any damage to the representative **before** you leave, having the items noted on your Rental Agreement.

## ENTERPRISE RENT-A-CAR

The Watchtower corporate ID number for Enterprise rentals is: FFC1700. Provide this number when you reserve a vehicle. In addition to the local numbers for each area, reservations can also be made by calling (800) 593-0505 or online at www.enterprise.com. (Use the corporate ID number FFC1700 and enter the 3 digit PIN "WAT") Ask for, or note, the total estimated charges including sales tax.

If renting from the Newark Liberty, John F. Kennedy, or LaGuardia airport locations, a 9.3% airport access fee will be added.

To supplement the minimum financial responsibility provided by Enterprise, renter may purchase optional Supplemental Liability Protection (SLP) from Enterprise (**New York State, Connecticut, or New Jersey**: $12.99 per day), which provides coverage up to $1,000,000 in the event of a claim.

*Collision Damage Waiver (*CDW*) is not included in Connecticut or New Jersey, though renter may:*

1) Purchase CDW from Enterprise (**Connecticut:** $19.99 per day; **New Jersey:** $16.99 per day).
2) Use a credit card that offers CDW insurance.
3) Renter's personal automobile insurance, if transferable, may cover in full.

*Damage Waiver (DW) is not included in New York State, though renter may:*

1) Purchase DW from Enterprise ($8.99 per day for cars up to a Premium, including Minivans; $11.99 per day for Premium, and SUV).
2) Use a credit card that offers DW insurance.
3) Renter's personal automobile insurance, if transferable, may cover in full.

Renter must report any accident to the police and provide Enterprise with an Accident Information Exchange Form within 24 hours of an accident.

Renters of Economy, Compact, Mid-size, Standard, Full-size, Premium, and Luxury vehicles have unlimited mileage within the tri-state area (New York, New Jersey, and Connecticut). When traveling outside the tri-state area, or when renting a Minivan, vehicle mileage will be capped at 200 free miles per day, and $.20 each additional mile thereafter. The 200 free miles per day are cumulative, that is, a 7-day rental will allow 1,400 miles total, etc.

Free of charge, Enterprise will pick up renters and bring them to the rental location and provide a drop-off service after the rental vehicle is returned, within the region of each rental location. It is preferred that rented vehicles be returned to the location from which they were rented, although Enterprise will allow vehicles to be returned to a different rental location ***in the same region*** without a drop charge. ***Each*** of the following constitutes a separate rental region: Brooklyn/Queens; Bronx; Manhattan; Staten Island; New Jersey; Connecticut; upstate New York. A drop charge will be assessed for a rental returned to a different region. Complimentary shuttles are available from La Guardia, JFK, and Newark Liberty airports to the airport rental location.

## Brooklyn • Queens • Bronx • Manhattan • Staten Island

290 Livingston Street
Brooklyn, NY 11217
Phone: (718) 488-8800
Fax: (718) 488-8915

| | DAILY | WEEKLY |
|---|---|---|
| Compact | $44.00 | $233.00 |
| Intermediate | $48.00 | $254.00 |
| Standard | $52.00 | $276.00 |
| Full-size | $56.00 | $297.00 |
| Premium | $60.00 | $318.00 |
| Minivan | $66.00 | $350.00 |
| Pickup truck/Cargo van | $54.00 | $286.00 |

Coverage: All rental locations in the five New York City boroughs, including La Guardia and JFK airports.

## Upstate New York

1600 Route 22
Brewster, NY 10509
Phone: (845) 278-0211

Route 17M/Bates Gates Rd.
New Hampton, NY 10958
Phone: (845) 374-5010

63 Route 17K
Newburgh, NY 12550
Phone: (845) 562-3311

| | DAILY | WEEKLY |
|---|---|---|
| Economy/Compact | $35.00 | $186.00 |
| Intermediate | $37.00 | $196.00 |
| Standard | $40.00 | $212.00 |
| Full-size | $43.00 | $228.00 |
| Premium | $51.00 | $270.00 |
| Minivan | $58.00 | $307.00 |
| Pickup truck/Cargo van | $48.00 | $254.00 |

Coverage: Over 13 additional locations including but not limited to, Albany (ALB), Kingston, Poughkeepsie, Schenectady, Troy, Wappingers Falls, and White Plains (HPN) .

## Connecticut

2 Prindle Lane
Danbury, CT 06810
Interstate 84, Exit 2
Phone: (203) 743-1112
Fax: (203) 748-5855

| | DAILY | WEEKLY |
|---|---|---|
| Economy/Compact | $34.00 | $180.00 |
| Intermediate | $36.00 | $191.00 |
| Standard | $38.00 | $201.00 |
| Full-size | $41.00 | $217.00 |
| Premium | $43.00 | $228.00 |
| Minivan | $55.00 | $292.00 |
| Pickup truck/Cargo van | $46.00 | $244.00 |

Coverage: Over 15 additional locations including but not limited to, Bridgeport, New Haven, New Milford, Ridgefield, Stamford, and Windsor Locks (BDL). ***Connecticut only:*** A $1.00 per day state tourism fee and a 3% state surcharge are added to each rental.

## New Jersey

832 Communipaw Ave.
Jersey City, NJ 07304
Phone: (201) 434-2424
Fax: (201) 434-2524

162 US Hwy 1 and 9
Newark, NJ 07114
Phone: (973) 242-3400
Fax: (973) 242-3270

| | DAILY | WEEKLY |
|---|---|---|
| Economy/Compact | $34.00 | $180.00 |
| Intermediate | $36.00 | $191.00 |
| Standard | $38.00 | $201.00 |
| Full-size | $41.00 | $217.00 |
| Premium | $46.00 | $244.00 |
| Minivan | $58.00 | $307.00 |
| Pickup truck/Cargo van | $46.00 | $244.00 |

Coverage: All rental locations in New Jersey, including Newark Liberty Airport (EWR) ***New Jersey only:*** A $5.00 per day Homeland Security charge is added to each rental.

OFFICE HOURS: Except for airport locations, Enterprise rental locations are usually closed in the evening and on the weekends, or open only until noon on Saturdays. Be sure the rental location is open when you plan to pick up or return your rental vehicle.

# VICINITY OF CANADA BETHEL

Visitors are welcome to take a guided tour of the Canada Bethel during regular working hours, Monday through Friday, 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Complete tours of the branch facilities take approximately two hours.

Brothers who are coordinating charter groups are requested first to correspond by mail with the Tour Desk, Watch Tower Society, P.O. Box 4100, Georgetown, Ontario L7G 4Y4.

The following rates are subject to all applicable taxes.

**COURTYARD by MARRIOTT-MISSISSAUGA** **CN$65.00**
7015 Century Avenue
Mississauga, Ontario L5N 7K2
Phone: (905) 567-5566
Fax: (905) 567-1355
Free parking-Indoor pool-Exercise facilities-
In-house café, serving only breakfast
Mini refrigerator- Microwave available by request
25 minutes to Canada Bethel

**DELTA MEADOWVALE RESORT** **CN$79.00**
6750 Mississauga Road
Mississauga, Ontario L5N 2L3
Phone: (905) 821-1981
Fax: (905) 542-6742
Free parking—**Please do not accept any charge for parking**
Indoor & outdoor pools—Exercise facilities—Restaurant
25 minutes to Canada Bethel, 15 minutes to airport

**FAIRFIELD INN & SUITES by MARRIOTT** **CN$65.00**
150 Westcreek Boulevard
Brampton, Ontario L6T 5V7
Phone: (905) 874-7177
Fax: (905) 450-5642
Free parking—Complimentary deluxe continental breakfast—Heated indoor pool and hot tub—Exercise facilities—Microwave—Mini refrigerator
30 minutes to Canada Bethel

**HAMPTON INN & SUITES–TORONTO AIRPORT** **CN$69.00**
3279 Caroga Drive
Mississauga, Ontario L4V 1A3
Phone: (905) 671-4730
Fax: (905) 671-4739
Free parking—Complimentary buffet breakfast—Indoor pool—Exercise facilities—Complimentary shuttle to/from airport
30 minutes to Canada Bethel

**HOLIDAY INN – LOCKPORT** **US$60.00**
515 South Transit Street
Lockport, NY 14094
U.S.A.
Phone: (716) 434-6151
Fax: (716) 434-5117
Free parking-Indoor pool-Exercise facilities-Restaurant
30 minutes to Niagara Falls (U.S. side)
2 hours to Canada Bethel

**HOLIDAY INN SELECT—MISSISSAUGA** **CN$65.00***
2565 Argentia Road **SUITE** **CN$99.00****
Mississauga, Ontario L5N 5V4
Phone: (905) 542-2121
Fax: (905) 542-1916
Free parking—Complimentary Breakfast Indoor pool-Exercise facilities-Restaurant
Complimentary continental breakfast
25 minutes to Canada Bethel
*rooming for four consists of one king bed and one sofa bed; no regular rooms with two queens
**up to **six adults** may stay in the suite, consisting of two queen beds and one sofa bed; each suite has a fridge and a microwave

## THRIFTY CAR RENTAL (Canada Bethel only)

**The Watch Tower account number for Thrifty Car Rental is: 1660540761. Provide this number when you reserve a vehicle.** Renters of all vehicle types have unlimited kilometers up to a maximum of six days. After six days, kilometers are capped at 1,400 per week, and $0.18 per additional kilometer. There is no charge for additional drivers and no surcharge for drivers 21-24 years old. **All rates shown are in Canadian currency.**

| VEHICLE | DAILY | WEEKLY |
|---|---|---|
| Economy | CN$41.00 | CN$225.50 |
| Compact | CN$43.00 | CN$236.50 |
| Midsize | CN$45.00 | CN$247.50 |
| Full-size | CN$47.00 | CN$258.50 |
| Luxury | CN$59.00 | CN$324.50 |
| Minivan | CN$49.00 | CN$269.50 |
| SUV | CN$59.00 | CN$324.50 |

| Toronto | | Greater Toronto Area | |
|---|---|---|---|
| Parliament & Queen | (416) 868-0350 | Airport | (905) 671-7830 |
| Carlton & Jarvis | (416) 515-7700 | Mississauga | (905) 897-1888 |
| Bloor & Royal York | (416) 231-2217 | | |
| Eaton Centre | (416) 591-0861 | | |
| Bay & Bloor | (416) 515-0366 | | |

**Worldwide Reservations**

(800) FOR-CARS (367-2277)

# HIGHLIGHTS OF TOURING THE WORLD HEADQUARTERS AND THE UNITED STATES BETHEL FACILITIES

## Brooklyn, New York

**25/30 Columbia Heights Office Complex:** A two-hour guided tour of the office complex features a number of displays highlighting how the worldwide work is directed by the World Headquarters and the supportive role played by the United States Bethel family.

Before or after your tour of the office complex, you may wish to browse the historical archive room in the 25 Columbia Heights lobby. This highlights the expansion of the work in Brooklyn in modern times. Additionally, you can view displays and video clips illustrating some of the methods used to distribute the good news. A literature counter is also available.

## Patterson, New York

The Watchtower Educational Center is the home of the Watchtower Bible School of Gilead for training missionaries, the School for Branch Committee Members, the School for Traveling Overseers, and the School for Congregation Elders. While on tour, you will see displays describing the work done in the offices. These include the Audio/Video Services, Art, Service, and Translation Services departments. This tour will take approximately one hour and 15 minutes.

Before or after your guided tour, you may wish to view displays in the main lobby highlighting the history of the worldwide Bible educational work of Jehovah's Witnesses in modern times. You should allow at least 20 minutes to view these displays and videos.

## Wallkill, New York

This two-and-a-half-hour tour will enable you to see how Bible literature is printed, bound, and shipped to congregations in the United States, the Caribbean, and other parts of the world. A portion of this tour also includes the Bethel Home and an explanation of the production and processing of food for the United States Bethel family.

Before or after your guided tour, you may wish to view tour videos and displays in the main lobby highlighting the history of the *Watchtower* and *Awake!* magazines, as well as farming and computer operations. You should allow at least 30 minutes to view these displays and videos. A literature counter is also available.

## INSTRUCTIONS TO CONSIDER WITH THOSE PLANNING TO VISIT OR TOUR BETHEL

### DRESS AND GROOMING

At all times our dress and grooming should reflect the decency and dignity that befit servants of Jehovah God. This is especially true when visiting Bethel.—*km* 3/98 p. 7.

The book *Organized to Do Jehovah's Will* comments on the importance of physical cleanness, modest dress, and good grooming when we engage in the field ministry and attend Christian meetings. Then, on page 138 it states: "The same would apply when visiting any of the branch offices of Jehovah's Witnesses. Remember, the name Bethel means 'House of God.' Therefore, our dress, grooming, and conduct should be similar to what is expected of us when attending meetings for worship at the Kingdom Hall."

Our clothing should have a positive influence on others as to how they view the true worship of Jehovah. However, it has been noted that when visiting Bethel, some brothers and sisters tend to be extremely casual in their dress. Such dress is not appropriate when visiting any of the Bethel homes. In this matter, as in all other aspects of our Christian life, we desire to maintain the same high standards that distinguish God's people from the world by our doing all things for God's glory. (Rom. 12:2; 1 Cor. 10:31) It is also good to speak with our Bible students and others who may be visiting Bethel for the first time and remind them of the importance of giving attention to proper dress and grooming.

So when visiting Bethel, ask yourself: 'Is my dress and grooming modest?' (Compare Micah 6:8.) 'Does it reflect well on the God that I worship? Would others be distracted or offended by my appearance? Am I setting the proper example for others who may be visiting for the first time?' Not only when visiting Bethel, but at any other time as well, we want to 'recommend ourselves as God's ministers in every way,' including by our appropriate dress and grooming. (2 Cor. 6:3, 4) Before you plan your visit it would be good to review the brochure *Dress & Grooming for Visitors Touring Bethel* that was sent with the letter dated March 6, 2008, to all congregations. Please check with a member of the Congregation Service Committee in this regard.

### USE OF *BETHEL VISITORS LODGING AND CAR RENTAL LIST*

The *2010 Bethel Visitors Lodging and Car Rental List* for the Bethel facilities in the United States and Canada will help in planning your visit. New hotels have been added to the list for the coming year, others have been deleted, and room rates have changed at many hotels.

Before making *any* hotel reservations, please read the information located at the beginning of the *2010 Bethel Visitors Lodging and Car Rental List*. Those instructions outline the arrangements that have been made with the hotels. When contacting hotels on the list, please adhere closely to the instructions at the top of the first page. We suggest you have two or three alternate dates and/or hotels in mind when making reservations, especially if you are representing a group.

Negative reports have been received regarding the conditions at some bed and breakfast accommodations in the vicinity of Brooklyn Bethel. Standards of cleanliness and service at these establishments can be very inconsistent. Unless you have visited the bed and breakfast yourself or it is recommended by someone who has, it would be wise to exercise caution with this kind of accommodation.

### BEFORE YOUR VISIT

Prior to your visit, you may wish to review the sheet *Highlights of Touring the World Headquarters and the United States Branch Facilities,* which will provide you with an overview of what you can expect to see during your tours. When preparing for your visit, please keep in mind the amount of time required to tour each location, and plan to arrive early enough

to receive a complete tour. All facilities are open to tours Monday through Friday, from 8:00 a.m. to 11:00 a.m. and from 1:00 p.m. to 4:00 p.m.

Additionally, the branch facilities in Brooklyn, Patterson, and Wallkill will be closed on March 30, 2010 (Memorial). No tours will be offered on May 7, 2010 (spring cleaning).

If you plan to visit more than one of the facilities, be sure to allow sufficient travel time between locations. *If you would like more information regarding any of these facilities, please write to the Central Tour Desk at the address listed below.*

**BUS GROUPS**

- If your group includes **20 or more** persons, the group coordinator should obtain a copy of the *Watchtower Tour Group Information* form from a member of the Congregation Service Committee. The completed form should be returned at least **three weeks** in advance of your visit. Please mail or fax the form to the following location:

  Watchtower
  Central Tour Desk
  100 Watchtower Drive
  Patterson, NY 12563-9204
  Phone: (845) 306-1000
  Fax: (845) 306-0200

- For large groups traveling by bus, the Central Tour Desk can also assist in arranging your itinerary so as to reduce the waiting time for a tour during busy periods.

- Please remember that buses are not able to travel on all highways. No buses visiting Brooklyn should enter Brooklyn Heights. Please note the recommended routes on the map provided upon request by contacting the Central Tour Desk.

- Bus groups seeking information on attending meetings at nearby Kingdom Halls should contact the Central Tour Desk.

**ADDITIONAL REMINDERS**

- Since considerable walking is involved while on tour, it would be practical to wear dignified shoes that are comfortable to walk in. Also, remember to schedule sufficient time for travel between the various complexes.

- For those who are traveling to the United States from another country and planning to rent a vehicle, it should be noted that most car rental agencies require an international driver's license. It would be good to verify this with the rental agency so that you can follow through with acquiring the license prior to your arrival in the United States.

- Those using a computer mapping program may use the following addresses to map a route:

| **Brooklyn** | **Patterson** | **Wallkill** |
|---|---|---|
| 25 Columbia Heights | 100 Watchtower Dr. | 900 Red Mills Rd. |
| Brooklyn, NY 11201 | Patterson, NY 12563 | Wallkill, NY 12589 |

- Please exercise due caution while in the New York City area. Carefully read parking signs, and do not leave items exposed in your vehicles. Reduced-rate parking information for Brooklyn can be obtained from the Bethel lobbies.

# PATTERSON INN ROOM REQUEST

**CAREFULLY READ THE FOLLOWING INFORMATION BEFORE FILLING OUT THIS FORM**

These arrangements are only for Jehovah's Witnesses (or unbaptized publishers) and their minor children, all in good standing with the congregation. Minor children must be accompanied by a parent or guardian. Reservations are for rooms at the Patterson Inn located adjacent to the Watchtower Educational Center in Patterson, New York. **This provision does not entitle guests to Bethel privileges (i.e., meals, morning worship, Bethel family *Watchtower* Study, etc.).**

All requests must be submitted well in advance on this form and be signed by the Congregation Service Committee. Reservations will be processed in the order received. Confirmations will be sent in writing no more than three months before the first night of your stay. **A confirmation must be received prior to arrival. There is no provision for obtaining a room without a confirmed reservation.** If your request is submitted more than three months in advance, it will be acknowledged in writing to indicate receipt of your request.

**Rooms may be reserved for a maximum of three consecutive nights.** One form should be filled out for each room being requested. Only the names of the persons who will occupy one room should appear on this form. If you are requesting multiple rooms, please submit the *Patterson Inn Room Request* forms together. There is a suggested donation of $40 to $60 per night per room. Donations may be made in any of the provided contribution boxes at the time of your visit. Donations by check should be payable to "Watchtower."

Please keep in mind that there are a limited number of Patterson Inn rooms designated for guests. Therefore, even if you request a room well in advance, there may not be availability. There are no rooms available during certain times of the year since the rooms will be needed for special events, such as the Gilead graduation (second weekend in September and March) and annual meeting (first weekend in October). There is no provision for large groups traveling together to obtain a block of rooms at the Patterson Inn.

**Mail the completed form to Patterson Inn Rooming Desk, 50 Watchtower Drive, Patterson, NY 12563-9203, or fax to (845) 306-3501. To cancel your reservation, please notify the Patterson Inn Rooming Desk as soon as possible. Send e-mails to pattersoninn@jw.org or call (845) 306-3500.**

Rooms are equipped with TV, Internet connection, kitchenette (with dishes), refrigerator, coffeemaker, microwave, iron, and ironing board and accommodate two or four persons. Pets are not allowed.

## PUBLISHER

Please type or print neatly the following information. Completed forms should be given to the Congregation Service Committee. After they have approved and signed this form, please forward it to the Patterson Inn Rooming Desk.

Today's date: _____

Name of group contact: _____
(Same name as No. 1 below)

Address: _____

City: _____

Province or state: _____ Zone or code: _____

Phone: ( ) _____ - _____

Congregation number: _____

_____
(Congregation name) (City) (Prov. or state)

| | First Night | Last Night | Total Nights (3-night max.) |
|---|---|---|---|
| Preferred: | _____/_____/_____ (Month) (Day) (Year) | - _____/_____/_____ (Month) (Day) (Year) | _____ |
| Alternate 1: | _____/_____/_____ | - _____/_____/_____ | _____ |
| Alternate 2: | _____/_____/_____ | - _____/_____/_____ | _____ |

Handicap access required? Yes No (Circle one)

For confirmation via fax or e-mail, complete the following:

Fax: ( ) _____ - _____

E-mail: _____

| Names of persons occupying the room (Please type or print neatly) | Age | Gender (M/F) | Relationship to each other | Unbaptized publisher, publisher, pioneer, servant, etc. |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

## CONGREGATION SERVICE COMMITTEE

Please verify that all information is accurate and the individuals listed above are baptized Jehovah's Witnesses (or unbaptized publishers) and their minor children. Any of those approved should be in good standing within the congregation noted above. It would be best not to recommend groups composed entirely of single brothers and single sisters (married publishers who will not be accompanied by their mates are viewed as single) or individuals who are presently experiencing difficulties in their lives. Especially where these difficulties involve problems in the family, you should exercise discretion when considering a publisher who will not be accompanied by his mate. If you do not recommend a publisher to stay at Patterson, please kindly inform him of your reasons rather than leaving it to the branch office. If you are in agreement with recommending the individuals listed on this form, sign and return the form to the publisher listed on line No. 1 for mailing. Please remind the above publishers that no Bethel privileges are included with this arrangement.

_____ _____ _____
(Coordinator of the body of elders—Sign and print name) (Secretary—Sign and print name) (Service overseer—Sign and print name)

_____ _____ _____
(Coordinator of the body of elders—Phone number) (Secretary—Phone number) (Service overseer—Phone number)

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**CAREFULLY READ THE FOLLOWING INFORMATION BEFORE FILLING OUT THIS FORM**

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All requests must be submitted well in advance on this form and be signed by the Congregation Service Committee. Reservations will be processed in the order received. Confirmations will be sent in writing no more than three months before the first night of your stay. **A confirmation must be received prior to arrival. There is no provision for obtaining a room without a confirmed reservation.** If your request is submitted more than three months in advance, it will be acknowledged in writing to indicate receipt of your request.

**Rooms may be reserved for a maximum of three consecutive nights.** One form should be filled out for each room being requested. Only the names of the persons who will occupy one room should appear on this form. If you are requesting multiple rooms, please submit the *Patterson Inn Room Request* forms together. There is a suggested donation of $40 to $60 per night per room. Donations may be made in any of the provided contribution boxes at the time of your visit. Donations by check should be payable to "Watchtower."

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**Mail the completed form to Patterson Inn Rooming Desk, 50 Watchtower Drive, Patterson, NY 12563-9203, or fax to (845) 306-3501. To cancel your reservation, please notify the Patterson Inn Rooming Desk as soon as possible. Send e-mails to pattersoninn@jw.org or call (845) 306-3500.**

Rooms are equipped with TV, Internet connection, kitchenette (with dishes), refrigerator, coffeemaker, microwave, iron, and ironing board and accommodate two or four persons. Pets are not allowed.

## PUBLISHER

Please type or print neatly the following information. Completed forms should be given to the Congregation Service Committee. After they have approved and signed this form, please forward it to the Patterson Inn Rooming Desk.

Today's date: _____

Name of group contact: _____
(Same name as No. 1 below)

Address: _____

City: _____

Province or state: _____ Zone or code: _____

Phone: ( ) _____ - _____

Congregation number: _____

_____
(Congregation name) (City) (Prov. or state)

| | First Night | Last Night | Total Nights (3-night max.) |
|---|---|---|---|
| Preferred: | _____/_____/_____ (Month) (Day) (Year) | - _____/_____/_____ (Month) (Day) (Year) | _____ |
| Alternate 1: | _____/_____/_____ | - _____/_____/_____ | _____ |
| Alternate 2: | _____/_____/_____ | - _____/_____/_____ | _____ |

Handicap access required? Yes No (Circle one)

For confirmation via fax or e-mail, complete the following:

Fax: ( ) _____ - _____

E-mail: _____

| Names of persons occupying the room (Please type or print neatly) | Age | Gender (M/F) | Relationship to each other | Unbaptized publisher, publisher, pioneer, servant, etc. |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

## CONGREGATION SERVICE COMMITTEE

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_____ _____ _____
(Coordinator of the body of elders—Sign and print name) (Secretary—Sign and print name) (Service overseer—Sign and print name)

_____ _____ _____
(Coordinator of the body of elders—Phone number) (Secretary—Phone number) (Service overseer—Phone number)

# Watchtower
# TOUR GROUP INFORMATION

## Instructions for filling out the form: ONLY FOR GROUPS OF 20 OR MORE PERSONS

1. Carefully review the information and tour calendar on the reverse side before filling out the form.
2. When arranging your itinerary, please keep in mind that the duration of the tours is the approximate time of the tour and does not reflect additional time required for travel and organizing of tour groups.
3. Once the form has been completed, it should be returned at least three weeks before your scheduled tour to:
   **Central Tour Desk • 100 Watchtower Drive • Patterson, NY 12563-9204 • Fax (845) 306-0200 • Phone (845) 306-1000**

## TOUR GROUP CONTACT INFORMATION

| | | |
|---|---|---|
| **Name** | | **E-mail** |
| **Address** | | **Phone** |
| **City** | **Province or state** | **Cellular** |
| **Zone or code** | **Country** (*If outside the U.S.*) | **Fax** |

## TOUR GROUP INFORMATION

| | | | |
|---|---|---|---|
| **Tour/ Bus group captain** | | **Cellular** | |
| **Total number** | **Will any need a foreign-language tour?** (*If yes, please specify)*<br>❑ NO ❑ YES -Language: How many people: | **Will any need a wheelchair?** (*If yes, how many?*)<br>❑ NO ❑ YES # | |
| **Group origin: City** | **Province or state** | **Country (*If outside the U.S.*)** | |

| TOUR GROUP ITINERARY | Duration of Tour | Date of Tour | Time of Tour |
|---|---|---|---|
| **25/30 Columbia Heights Office Complex** (Brooklyn, NY) | 2 hrs. | | |
| **Watchtower Educational Center** (Patterson, NY) | 1 ¼ hrs. | | |
| **Wallkill Printery/Residence** (Wallkill, NY) | 2 ½ hrs. | | |

## Please check the boxes below before mailing or faxing:

- ☐ Has the form been completely and accurately filled out, including cell phone for tour/bus group captain?
- ☐ Has a photocopy of the completed form been kept for your records?
- ☐ Does the proposed tour group itinerary allow sufficient time for travel, organizing of group, and touring?
- ☐ Have the groups been divided into groups no larger than ten persons and has a group captain been assigned?
- ☐ If a group includes a wheelchair, is the total number no larger than eight persons?
- ☐ Will you inform the Central Tour Desk immediately if the group's itinerary should change or if the group is delayed?

| FOR OFFICE USE ONLY | | |
|---|---|---|
| **NOTES:** | **RECEIVED:** | **REFERENCE NO.:** |

# GENERAL INFORMATION

## Itinerary Preparation

- When making your preparations, please keep in mind the amount of time required to tour each location, and plan to arrive early enough to receive a complete tour.
- If you plan to visit more than one facility, be sure to allow sufficient travel time between locations.
- You may contact the Central Tour Desk for assistance in arranging your itinerary so as to reduce the waiting time for a tour on busy tour periods.
- Please note the dates when no tours will be given at the United States branch facilities. These dates are indicated on the calendar below.

## Additional Reminders

- Please inform the Central Tour Desk *immediately* if the group's itinerary should change or if the group is delayed.
- Our dress should at all times reflect the modesty and the dignity that befits servants of Jehovah God. Appropriately, it would be fitting to dress as you would when attending congregation meetings. (See the brochure *Dress & Grooming for Visitors Touring Bethel*.) It would also be practical to wear dignified shoes that are comfortable to walk in.

## 2010

JANUARY

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FEBRUARY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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| 27 | 28 | 29 | 30 | 31 |

Indicates dates no tours will be given at Brooklyn, Patterson, or Wallkill.

# Watchtower
# TOUR GROUP INFORMATION

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1. Carefully review the information and tour calendar on the reverse side before filling out the form.
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| | | |
|---|---|---|
| **Name** | | **E-mail** |
| **Address** | | **Phone** |
| **City** | **Province or state** | **Cellular** |
| **Zone or code** | **Country** (*If outside the U.S.*) | **Fax** |

## TOUR GROUP INFORMATION

| | | | |
|---|---|---|---|
| **Tour/ Bus group captain** | | **Cellular** | |
| **Total number** | **Will any need a foreign-language tour?** (*If yes, please specify)*<br>❑ NO ❑ YES -Language: How many people: | **Will any need a wheelchair?** (*If yes, how many?*)<br>❑ NO ❑ YES # | |
| **Group origin: City** | **Province or state** | **Country (*If outside the U.S.*)** | |

| TOUR GROUP ITINERARY | Duration of Tour | Date of Tour | Time of Tour |
|---|---|---|---|
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| **Wallkill Printery/Residence** (Wallkill, NY) | 2 ½ hrs. | | |

## Please check the boxes below before mailing or faxing:

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- ☐ If a group includes a wheelchair, is the total number no larger than eight persons?
- ☐ Will you inform the Central Tour Desk immediately if the group's itinerary should change or if the group is delayed?

| FOR OFFICE USE ONLY | | |
|---|---|---|
| **NOTES:** | **RECEIVED:** | **REFERENCE NO.:** |

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- If you plan to visit more than one facility, be sure to allow sufficient travel time between locations.
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- Please note the dates when no tours will be given at the United States branch facilities. These dates are indicated on the calendar below.

## Additional Reminders

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## 2010

JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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Indicates dates no tours will be given at Brooklyn, Patterson, or Wallkill.

WATCHTOWER
Bible and Tract Society of New York, Inc.
100 Watchtower Drive, Patterson, NY 12563-9204, U.S.A.
Phone: (845) 306-1000 Fax: (845) 306-0309

December 19, 2009

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: 2010 Bethel visitors information

Dear Brothers:

At Psalm 122:1 the psalmist wrote: "I rejoiced when they were saying to me: 'To the house of Jehovah let us go.'" Many have made similar expressions regarding their visit and tour of the World Headquarters and the United States branch facilities in Brooklyn, Patterson, and Wallkill, New York. Perhaps you were one of the 65,126 who visited during the 2009 service year. If you have not yet had the opportunity to tour, or if you would like to visit again, we cordially invite you to do so.

**Tour hours:** The facilities at Bethel are available for tours from Monday through Friday from 8:00 a.m. to 11:00 a.m. and from 1:00 p.m. to 4:00 p.m. As a reminder, tours are no longer available on Saturday mornings. Additionally, the branch facilities in Brooklyn, Patterson, and Wallkill will be closed on March 30, 2010 (Memorial). No tours will be offered on May 7, 2010 (spring cleaning).

**Large groups:** If traveling with a small group, there is no need to call in advance, since tours begin every half hour. However, if your group includes 20 or more persons, the group coordinator should obtain a copy of the *Watchtower Tour Group Information* form from a member of the Congregation Service Committee. The completed form should be returned to the branch office at least three weeks in advance of your visit. The Central Tour Desk can also assist in arranging your itinerary so as to reduce the waiting time for a tour during busy periods.

**Dress and grooming:** At all times our dress and grooming should reflect the decency and dignity that befit servants of Jehovah God. The book *Organized to Do Jehovah's Will*, page 138, states: "When visiting any of the branch offices of Jehovah's Witnesses . . . our dress, grooming, and conduct should be similar to what is expected of us when attending meetings for worship at the Kingdom Hall." So when visiting Bethel, ask yourself: 'Is my dress and grooming modest?' (Compare Micah 6:8.) 'Would others be distracted or offended by my appearance? Am I setting the proper example for others who may be visiting for the first time?' Before you plan your visit it would be good to review the brochure *Dress & Grooming for Visitors Touring Bethel* that was sent with the letter dated March 6, 2008, to all congregations. Please check with a member of the service committee in this regard.

Our clothing should have a positive influence on others as to how they view the true worship of Jehovah. However, it has been noted that when visiting Bethel, some tend to be extremely casual in their dress. Such dress is not appropriate when visiting any of the Bethel homes. In this matter, as in all other aspects of our Christian life, we desire to maintain the same high standards that distinguish God's people from the world by our doing all things for God's glory. (Rom. 12:2; 1 Cor. 10:31) It is also good to speak with our Bible students and others who

may be visiting Bethel for the first time and remind them of the importance of giving attention to proper dress and grooming.

**Update regarding the Jersey City Assembly Hall:** For many years, tours of the Assembly Hall located in Jersey City, New Jersey, have been arranged through the United States branch office. However, as of January 1, 2010, tours of the Assembly Hall will no longer be scheduled by the Central Tour Desk.

**Lodging and car rental information:** If you would like to visit sometime during the upcoming year, please see a member of the service committee. He has been provided with information, including the *2010 Bethel Visitors Lodging and Car Rental List,* that will be useful to you in preparing for your visit.

We are confident that your visit to Bethel will prove to be both encouraging and motivating. May Jehovah continue to bless your efforts in serving his Kingdom interests.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

PS to Congregation Service Committee:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above-noted subject has been posted on the information board. **It should also be announced that as of January 1, 2010, tours of the Jersey City Assembly Hall will no longer be scheduled by the Central Tour Desk.**

The *2010 Bethel Visitors Lodging and Car Rental List, Instructions to Consider With Those Planning to Visit or Tour Bethel, Highlights of Touring the World Headquarters and the United States Branch Facilities,* the *Watchtower Tour Group Information* form, the *Patterson Inn Room Request* form, and a copy of this letter should be placed in the congregation file along with other material related to visiting Bethel. Thereafter, if a publisher would like to visit and tour Bethel, a member of the service committee should consider the enclosed information with the individual:

- *Instructions to Consider With Those Planning to Visit or Tour Bethel* (Please note the emphasis being given to dress and grooming in the instruction sheet provided and in the brochure *Dress & Grooming for Visitors Touring Bethel* when meeting with those who wish to visit and tour.)
- *2010 Bethel Visitors Lodging and Car Rental List* (On January 1, 2010, please destroy all *Bethel Visitors Lodging and Car Rental Lists* from previous years. The secretary should remind all who review the *2010 Bethel Visitors Lodging and Car Rental List* to follow the guidelines at the top of the first page of the list.)
- *Patterson Inn Room Request* form (If additional forms are needed, you may make copies or they may be printed from the jw.org Web site. These forms are effective as of November 1, 2009. Therefore, please discard all copies of the previous form.)

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 23, 2009

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: Child custody packet

Dear Brothers:

A packet of legal material is available to assist publishers who are involved in lawsuits over child custody and visitation matters in which our religion is under attack. The packet should be requested by the *body of elders only* in a case in which it is evident that the publisher's religious beliefs will be at issue. For those facing secular issues on child custody or visitation, helpful information can be found in the October 2009 *Awake!,* pages 21 and 27; the December 8, 1997, *Awake!,* pages 3-12; the chart found in the April 22, 1991, *Awake!,* page 9; and the October 22, 1988, *Awake!,* pages 2-14.

We send our warm Christian love.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

PS to coordinator of the body of elders:

Please arrange for this letter to be read to the congregation at the first Service Meeting after its receipt. Thereafter, it should be posted on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 20, 2009

TO ALL BODIES OF ELDERS

Re: Use of answering machines at Kingdom Halls

Dear Brothers:

Many congregations now have their Kingdom Hall telephone numbers listed in the public directory. In order to provide the best service for those calling this number to obtain information about the Kingdom Hall location and meeting times, we would like to encourage you to have an answering machine at the Kingdom Hall.

Using an answering machine, you can include a recorded announcement to callers, giving the Kingdom Hall address, brief directions to the Kingdom Hall (if such is deemed necessary), and meeting times. During the Memorial season, the day, time, and location of the Memorial observance(s) should also be given. The information should be provided in the languages of all major language groups using the Kingdom Hall. Effort should be made to respond promptly to any recorded message. To facilitate the needs of larger Kingdom Halls used by multiple language groups, you may choose to purchase an answering machine that features multiple outgoing messages and mailboxes. So that personal contact may be made, the recorded announcements should, if possible, include an option for the callers to remain on the line or to press a specified button so that the caller may speak to someone who may be present at the Kingdom Hall at the time of their call.

The announcements should be approved by the Congregation Service Committee(s) of the congregation(s) using the Kingdom Hall. Careful advance thought will ensure that the messages are well composed and that their content and tone are gracious, thus representative of Jehovah and his organization. The principles discussed in paragraph 14 of the article "Telephone Witnessing—A Way to Reach Many," in the August 1993 issue of *Our Kingdom Ministry,* will no doubt be helpful.

As many people continue to "go up to the mountain of Jehovah," it is hoped that arrangements for answering machines at Kingdom Halls will be of assistance to them. (Isa. 2:3) We thank you for your prompt attention to this request and send warm Christian love and best wishes.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* (S-22) at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

January 1, 2010

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Revised DPA cards

Dear Brothers:

Because of recent changes to the advance directive laws in the United States, revisions have been made to the durable power of attorney (DPA) cards for every state except Oregon. Thus, an allotment of revised DPA cards will soon be sent to congregations. All blank DPA cards with a revision date of November 2004 or earlier should be removed from the congregation file and be replaced with the revised cards upon their arrival.

The changes to the advance directive laws in the 16 states listed on page 2 of this letter are significant enough that publishers living in those states are strongly encouraged to execute new DPA cards. Doing so is critical to such publishers' wishes being respected regarding medical decisions, since older DPA cards for those 16 states are not in accord with current law. If publishers in your congregation live in one of those states, the following announcement should be made during the Service Meeting part held during the week of January 25, 2010: **"All publishers who live in the state(s) of [name state(s) from the list on page 2 where your publishers live] are urged to complete a new durable power of attorney (DPA) card. Doing so is critical to your medical wishes being respected, since cards executed with a revision date of November 2004 or older are being replaced with cards prepared in accordance with current law."** Elders in congregations in the 16 states listed on page 2 should see to it that new cards with a revision date of January 2010 are available following this announcement and that elderly publishers and those not present to hear the announcement receive the assistance they need in order to execute the revised card.

**Although congregations in every state except Oregon will receive revised DPA cards, only publishers living in states listed on page 2 of this letter need to execute new cards.** If no publishers in your congregation live in the states listed on page 2, there is no need to make the announcement previously noted. Congregations will receive new DPA cards based on the state in which they are located. (Congregations in the states other than those listed on page 2 will likely not receive the revised cards before the Service Meeting part held during the week of January 25, 2010.) However, please keep in mind that congregations located near the borders of two states may have publishers living in more than one state. In such cases, the elders should be alert to request a supply of the new card for the appropriate state from the Shipping Department by using the jw.org Web site.

As a reminder, publishers should adhere to the following instructions when preparing their DPA cards. First, a publisher should fill out his entire DPA card (including the names, addresses, and telephone numbers of his health-care agents) before signing the DPA card. Second, a publisher should sign his DPA card in the presence of two witnesses. Third, a publisher's

health-care agents should not sign as witnesses to the publisher's DPA card. Adhering to these instructions will help to avoid unnecessary challenges to the legal validity of a publisher's DPA card.

We send our warm Christian love.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

**States with significant changes to the DPA card:**

Connecticut
Georgia
Idaho
Indiana
Michigan
New Hampshire
North Carolina
North Dakota
Oklahoma
Pennsylvania
South Carolina
Tennessee
Utah
Vermont
Wisconsin
Wyoming

Christian Congregation
of Jehovah's Witnesses
25 Columbia Heights, Brooklyn, NY 11201-2483 Phone: (718) 560-7100 Fax: (718) 560-7300

January 2, 2010

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Discontinuing use of WEFTS

Dear Brothers:

This is to provide notification that use of the Watchtower Electronic Funds Transfer System (WEFTS) will be discontinued as of March 1, 2010.

According to our records, some congregations and Kingdom Hall Operating Committees are still calling WEFTS to make funds transfers. Since WEFTS will be deactivated on March 1, 2010, it is important that all congregations and operating committees use the jw.org Web site for any funds transfers to the branch office. The vast majority of congregations are already using the site to request literature and report field service totals. If it has not already been done, the jw.org Web site account administrator should create a user name and password for the accounts servant with the *Transfer Congregation Funds* and/or *Transfer Operating Committee Funds* roles. If the accounts servant does not have access to the Internet, he could prepare the *Record of Electronic Funds Transfer* (TO-62) and another brother authorized by the body of elders, such as the congregation secretary, could enter the amounts on the site. Please be advised that once WEFTS is deactivated, there will be no way to transfer funds electronically to the branch office other than by using the site.

We appreciate your cooperation in helping the branch office simplify its operations and thus make the best use of dedicated funds. If there are reasons you cannot transfer funds on the jw.org Web site, please write to the Treasurer's Office at the address shown in the letterhead above.

We wish you Jehovah's continued rich blessing.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

January 4, 2010

TO THE CONGREGATION SERVICE COMMITTEES OF ALL ENGLISH CONGREGATIONS IN THE UNITED STATES

Re: Territory seldom worked

Dear Brothers:

Last year, many zealous publishers preached in territory seldom worked in the continental United States. They performed an excellent service and are to be commended for their efforts. As you process this year's applications, we encourage you to continue recommending spiritually qualified individuals and to assist these brothers and sisters in any way possible in order to make their assignment a success. When a group desiring to preach in territory seldom worked approaches you, please meet as a committee to select a qualified brother to serve as the team captain. If the group consists solely of single sisters, you should select a qualified sister to serve as the team captain.

At the next Service Meeting, please arrange for an announcement to be made to the congregation that the letter dated January 5, 2010, to all English congregations in the United States regarding territory seldom worked will be posted on the information board for one month. Thereafter, place it in the congregation file along with this letter.

The following items should also be retained in the congregation file: *Application for Territory Seldom Worked, Counties With Unassigned Territory,* and *Frequently Asked Questions About Territory Seldom Worked.* Provide the team captain with one copy of each of these items. For those who wish to join a team captain's group in a different congregation, provide them with one copy of the application only.

**Approving Applications**

- Groups should be made up of at least 2 publishers and limited to about 20, including minor children of publishers. Assignments will not be given to a publisher to work alone. Two or more groups should not request the same assignment at the same time in order to work closely together.
- Do not submit an application for a group consisting solely of single brothers and single sisters. In this regard, a publisher traveling without his mate is considered single.
- Do not submit applications for persons not in good standing or who are currently experiencing difficulties in their lives. Especially where these difficulties involve problems in the family, you will want to exercise discretion when approving a publisher who will not be accompanied by his mate.
- Review with the applicants the need to consider carefully their financial situation in order to be sure that they will be able to care adequately for their own food, lodging, and transportation when they receive an assignment. This should be emphasized even if the publishers have received offers of assistance from either individuals or congregations.

- If for any reason an applicant does not qualify for the work, you should kindly inform the publisher of the reasons why he is not being approved. Do not leave it to the Service Department's Territory Desk to inform the publisher that he does not qualify.

**After a Group Receives an Assignment**

- Meet with the team captain to determine what further assistance can be given. If the team captain's group is given an assignment to assist a congregation, help him to communicate immediately with that congregation's coordinator of the body of elders.
- The team captain should see to it that his group will have sufficient literature for the assignment. If extra literature is needed, it should be requested through the language-coordinating congregation. He can either transport the literature to the assignment or make a special request to have the literature sent to the assignment. Literature or magazines that he will transport should be requested by the language-coordinating congregation on the jw.org Web site. However, if the literature and/or magazines are to be sent directly to the assignment, the team captain will provide the service overseer with the mailing address, and the request should be sent via **e-mail** to shippingcorrespondence@jw.org. The e-mail should include what he is requesting for his group and where the literature or magazines are to be sent. The words "TERRITORY SELDOM WORKED" should be entered in the subject line of the e-mail. To request a rush shipment, the words "RUSH—TERRITORY SELDOM WORKED" should be entered in the subject line of the e-mail or the branch office may be called at (845) 744-6000. The e-mail should include how soon the rush shipment will be needed.
- A qualified brother would take the lead in conducting meetings for field service.
- **After the group returns from their assignment, it would be appreciated if you would remind the team captain to submit his report to the Territory Desk by the due date. At times we have waited several months before receiving these reports.**

As a reminder, unassigned territory is cared for by the branch office and should not be worked without our permission. However, if your congregation borders unassigned territory, some of your publishers may wish to accompany the team captain's group. They should make inquiry of the team captain assigned to the territory so that he can inform them whether additional assistance would be appropriate. Otherwise, the team captain is expected to fulfill his assignment as best he can with the publishers in his group.

If your congregation has many territories that have not been worked for over a year and you would like to accept the assistance of a group to help you work the territory, please make this known to your circuit overseer the next time he serves your congregation.

The publishers in your congregation will appreciate your warm interest in their endeavors to expand their ministry to declare the good news. We thank you for your cooperation and due consideration of these matters.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

January 5, 2010

TO ALL ENGLISH CONGREGATIONS IN THE UNITED STATES

Re: Territory seldom worked

Dear Brothers:

In Georgia a householder was asked if any of the topics in the tract *Would You Like to Know the Truth?* interested him. When he replied that they all interested him, he was shown how the *Bible Teach* book could answer these questions along with his Bible. As the man reached for the book, the two publishers noticed the sheriff's badge on his shirt. "You are Jehovah's Witnesses, right? Your people bring literature to our county jail, and I have seen people's lives literally turn around with this," he said as he held up the book. In Massachusetts, Tom had been reading in the Bible about the sacrifices that were made under the Mosaic Law. He told two sisters: "It seems that God gets mad if you don't worship him the way he wants," and he said he did not want to get God mad at him. Tom was shown a few verses in his Bible and was then offered the *Bible Teach* book. After arrangements were made for a brother to study the Bible with him, Tom said to the sisters: "I don't know if you'll think I'm crazy telling you this, but I really think God sent you to my door." Tom is now attending our meetings. In Oklahoma, after her third Bible study, a 65-year-old woman said: "I have had more questions answered by you people from the Bible in two hours than I have had answered before in my whole life!" In Tennessee, after a man was shown the *Bible Teach* book, he started to cry. He said that just the night before he had prayed to God for the first time in 20 years and told God that he wanted to learn more about him.

Would you like to experience the joy that comes from sharing comfort from the Scriptures with those who do not receive a witness on a regular basis? If so, we would like to invite you to apply for and accept a preaching assignment in territory seldom worked. Along these lines, the following questions and answers will be of interest to you.

**Q:** What is territory seldom worked?

**A:** Territory seldom worked includes more than 270 counties or parts of counties that are not assigned to any English congregation. Almost two million people live in unassigned territory, and many of those areas were not completely worked last year. Territory seldom worked also includes the territory held by the more than 1,000 English congregations that are not able to work all their territory regularly.

**Q:** Who can apply for an assignment?

**A:** Any group composed of publishers in good standing can apply. The group must consist of at least 2 persons and no more than 20, including minor children.

**Q:** How does a group apply for an assignment?

**A:** The Congregation Service Committee will select from the group a qualified brother to serve as team captain. If the group consists solely of sisters, a qualified sister will be selected. The team captain will then be given the *Application for Territory Seldom Worked, Counties With Unassigned Territory,* and *Frequently Asked Questions About Territory Seldom Worked.*

**Q:** What are the responsibilities of the team captain?

**A:** The team captain is responsible for coordinating group travel, for obtaining literature supplies for the group's use, for caring for related paperwork, and for communicating with any parties involved, including the branch office.

**Q:** Can publishers from other congregations join the team captain's group?

**A:** Yes. These publishers should ask their elders for the *Application for Territory Seldom Worked.*

**Q:** Where will the group be assigned?

**A:** A list of counties with unassigned territory has been made available. The group makes a selection from this list. Consideration will be given to the group's preferred selection if at all possible. If the group wishes to assist a congregation, this should be indicated by selecting the states to which they would be willing to travel, and the group will be assigned to a congregation within the distance that was designated on the application. However, a list of congregations needing assistance will not be provided.

**Q:** How are the dates for an assignment determined?

**A:** The territory-seldom-worked campaign begins on February 1, 2010, and ends on October 31, 2010. The dates for which the group is available for an assignment should be agreed upon by all in the group. An assignment as short as one day or as long as two consecutive months may be requested.

In West Virginia two sisters were told by the householder: "I know who you are. You are Jehovah's Witnesses. I have been praying that you would come." She also wanted to start attending our meetings. In Tennessee a car group approached a house where a family was in the yard. Before anyone could get out of the car, the father called out: "It's about time. What took you so long?" When asked if they were waiting for Jehovah's Witnesses, the mother said she was looking for help from the Bible and knew that Jehovah's Witnesses could be of assistance. A Bible study was started using the *Bible Teach* book, and the mother said she would be waiting for a return visit to continue her study. In Kentucky a woman was showing interest when her husband, who was the preacher of the local church, started to argue with our two sisters about what they were saying. His wife told him to be quiet and let the sisters talk. She said that she respected Jehovah's Witnesses because they study the Bible and that she had even thought of coming to the Kingdom Hall because at her church they didn't really study the Bible. Her husband quickly interjected that they were going to start a Bible class. The result was that the wife accepted the *Bible Teach* book and wanted someone to come back. When she indicated that she wanted to contribute something for the book, her husband reached into his wallet to give a donation.

We want to thank all of you who have preached in territory seldom worked. If you would like to accept this invitation for an assignment this year, take the matter to Jehovah in prayer. Remember, Jehovah will not "forget your work and the love you showed for his name." —Heb. 6:10.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

January 18, 2010

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: Haiti disaster relief

Dear Brothers:

Many publishers have inquired of the branch office on how to contribute to the disaster relief effort underway following the recent earthquakes in Haiti. In this regard, the November 2005 *Our Kingdom Ministry* article "How Can We Help?" stated: "It is recommended that donations for humanitarian and relief assistance be made to the worldwide work. This fund is used for relief efforts as well as for advancing the spiritual needs of the Christian brotherhood. If, for some reason, a person wishes to make a relief donation separate from contributions to the worldwide work, it will still be accepted and used wherever there is a need for relief assistance. However, it would be appreciated if such donations are made without restrictions as to where and how the funds may be used." Any relief donations sent directly to the branch office should be sent to Watchtower Bible and Tract Society of New York, Inc., Attention Treasurer's Office, 25 Columbia Heights, Brooklyn, New York 11201-2483. The branch office will be working through local Regional Building Committees to contact volunteers, if needed, for any relief work.

We send our warm Christian love.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to coordinator of the body of elders:

Please arrange for this letter to be read to the congregation at the first meeting after its receipt. Thereafter, it should be posted on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

February 17, 2010

TO ALL BODIES OF ELDERS

Re: Searching for contact information on the jw.org Web site

Dear Brothers:

On March 3, 2010, a new feature will be released on the jw.org Web site. It will allow authorized users to view contact information for selected persons and congregations. Such contact information may include names, addresses, telephone numbers, and e-mail addresses. Elders will be able to view contact information for the following:

- The coordinator of the body of elders and the secretary of the congregations within their own circuit
- Their assigned circuit overseer
- The chairman of their assigned Regional Building Committee
- The members of their assigned Hospital Liaison Committee (HLC). In this regard, the current HLC listing should be printed and several copies should be distributed to each elder for convenient use in case of emergency. However, the listing should not be copied for publishers or be posted on the information board.
- Kingdom Hall addresses for all congregations in the branch territory

Contact information will be found under the new *Lookup* tab. Those who have the *Manage Users* role will automatically be assigned the *Search for Contacts* role. The jw.org Web site account administrators may assign the *Search for Contacts* role to any elder who requests it.

The contact information available on the jw.org Web site is for use in connection with congregation activity and theocratic assignments. Care should be given as to how the information is shared and used. **Contact information other than Kingdom Hall information should only be shared with other elders.** As a reminder, when a person no longer qualifies to have access to the site, his user account should be immediately deleted. Diligence in this regard protects against the misuse of information. If contact information displayed on the site is incorrect, please send the correct information promptly to the branch office.

Please do not contact the Computer Help Desk regarding this feature before it becomes available on March 3, 2010.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Hospital Liaison Committees
Regional Building Committees
Traveling overseers

PS to secretary:

This letter should be retained in the congregation file along with other items related to the jw.org Web site.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

March 3, 2010

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Biannual literature inventory

Dear Brothers:

We are writing to provide details regarding the congregation literature inventory that should be submitted by **March 22, 2010.** As a result of the changes to the literature-coordinating arrangement described in the letter dated November 1, 2009, to all bodies of elders, all **language-coordinating congregations** are now responsible to submit the biannual literature inventory using the jw.org Web site.

The following inventory counts will need to be submitted: (1) all literature in the primary language of the language-coordinating congregation, (2) all literature in **English** and **Spanish** that may be on hand in the literature supply area of the language group, and (3) a combined total of literature in all other languages in the language group's common supply. For example, consider the case where there is a French, an English, and a Spanish congregation in a Kingdom Hall. The French language coordinator would submit an inventory for items **in his literature supply area only.** One inventory should be submitted for the bulk quantity of items in French. If there are a few miscellaneous items in English or Spanish in the French literature supply area, a separate inventory for each language should be submitted. However, the French congregation should not submit an inventory for the bulk quantity of items in the English or Spanish congregation's literature supply areas, since these will be submitted by their respective language coordinators. Literature in other languages should be combined and entered using the *All Other Languages Combined* link. The jw.org Web site will have a link for each language that your congregation should submit. The *No Stock* link should be selected if there is no inventory in that language.

The *Monthly Movement of Literature* (S-28) form has been updated, and multiple copies may be printed from the jw.org Web site as needed. Since the items listed on the updated form correspond to the items as they are listed on the jw.org Web site, older versions of this form should not be used. The service overseer of the language-coordinating congregation or someone designated by him will then enter the on-hand figures from each *Monthly Movement of Literature* form onto the jw.org Web site using the *Inventory Reports* option under the "Request Literature" section of the *Congregation* tab. As noted above, this should be done no later than **March 22, 2010.**

**Sign-language congregations:** Please enter all sign-language DVDs in your congregation's inventory under "All DVDs (except Watchtower)."

**Chinese congregations:** Publications in Chinese (Simplified) should be considered publications in "other languages" and be entered using the *All Other Languages Combined* link.

Once the on-hand inventory quantities have been submitted, the "Maintain Current Inventory" page will automatically be updated with your latest figures. Quantities on this page are made visible to other congregations. After submitting your inventory, please verify what literature

appears on the "Maintain Current Inventory" page. If you have an overstock of items that does not appear in the figures, this can be added. Additionally, if items appear that your congregation does not want to make available to other congregations, you can either reduce the quantity to show what you want to make available or reduce the quantity to "0." If the quantity is "0," it will not be visible to other congregations. The quantity of items you want to make available to other congregations should be kept up-to-date.

If there are questions regarding the submitting of the on-hand count or other features of the jw.org Web site, the on-line help text of the jw.org Web site may be consulted. The on-hand literature figures should be entered on the site in September and March each year.

Thank you for your attention to these details. We send our warm Christian love.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

WATCHTOWER
Bible and Tract Society of New York, Inc.
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-5000 Fax: (718) 560-7119

March 17, 2010

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: 2010 assistance arrangements

Dear Brothers:

We want to take this opportunity to thank you for your financial support of the work in the past year. Many of you regularly contribute toward the local congregation and the worldwide work. We all strive to follow the apostle Paul's admonition that an "equalizing" should take place with regard to financial support. (2 Cor. 8:14) Thus, we are again informing you of the anticipated costs of some of the arrangements for the coming year so that each one can determine what he might be able to do.

The Kingdom Hall Assistance Arrangement (KHAA) cares for property damage to Kingdom Halls, such as losses resulting from fire, moisture damage, and vandalism, and for expenses related to accidents at Kingdom Halls. The Traveling Overseer Assistance Arrangement (TOAA) helps care for some of the health-care and transportation expenses of the more than 1,200 hard-working traveling overseers in the United States and their wives. During the next year, we anticipate that most of these costs would be covered if each publisher were able to contribute about $5.00 and $8.50 for each program respectively.

This does not mean that each publisher is expected to contribute these exact amounts. Rather, the congregation as a whole can pass a resolution for the amount suggested by the body of elders, and individuals may donate as they are able. This is in harmony with the Biblical pattern of giving. (Acts 11:29) It also may be that some congregations could contribute more and thus assist other congregations that may not be able to contribute as much. In any case, we recommend that congregations spread out their donations over the year. If the congregation prefers to send the entire amounts at one time, that is acceptable too.

The cars used by the traveling overseers are directly owned by the branch office. When these cars are replaced, the funds from the sale are used for the worldwide work. Anyone interested in purchasing one of these used vehicles should contact the branch office. Please see the secretary for the number to call.

Your support of these arrangements is greatly appreciated. May Jehovah continue to bless your generous spirit.—Heb. 13:16.

Your brothers,




cc: Traveling overseers

PS to body of elders:

This postscript should **not** be read to the congregation, and this letter should **not** be posted on the information board. It is recommended that you give your accounts servant a copy of this letter.

This year, please follow these steps:

(1) The secretary should check the *Congregation's Publisher Record* (S-21) cards and count the number of active publishers in the file. (Active publishers are all those who have reported some field service time within the past six months.)

(2) At the next Service Meeting, the coordinator of the body of elders should arrange for this letter to be read to the congregation. He should also arrange for a resolution to be considered by the congregation authorizing the following two amounts to be sent from congregation funds *each month for the next twelve months:* "(A)" as a contribution for the KHAA and "(B)" as a contribution for the TOAA.

(A) = **$5.00** x (number of publishers) ÷ 12 months

(B) = **$8.50** x (number of publishers) ÷ 12 months

If the body of elders feels that this would present a hardship on the congregation, please suggest what you feel the brothers can do. If the congregation is in a position to contribute more, then each of the monthly amounts may be adjusted upward. If preferred, you may also send the entire amount for either arrangement all at one time.

(3) After the resolution has been considered and approved by the congregation, it should be given to the accounts servant to add to the Accounts Records file. Forward these amounts with your electronic remittance to the branch office each month. Please note that on the "Donations and Payments" page of the jw.org Web site there are separate fields designated "Kingdom Hall Assistance Arrangement" and "Traveling Overseer Assistance Arrangement".

Any who express interest in purchasing a used traveling overseer vehicle may contact the branch office by telephone at (718) 560-8412 or by e-mail at fleet@jw.org.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

March 25, 2010

TO ALL BODIES OF ELDERS

Re: Internet connections in Kingdom Halls

Dear Brothers:

Many congregations have seen fit to provide a computer in the Kingdom Hall, particularly for the use of *Watchtower Library*. Such a decision is left up to the bodies of elders meeting in the Kingdom Hall. Additionally, some have inquired whether it is appropriate to install an Internet connection in the Kingdom Hall. We hope the following comments are helpful in this regard.

Since many publishers have Internet connections at home, there is likely not a great need to make extensive use of an Internet connection at the Kingdom Hall. For those congregations that decide to have an Internet connection, they should apply appropriate Internet security practices, such as the following ones listed on page 28 of the August 2009 *Awake!:*

- Use antivirus software on your computer.
- Employ a spyware-detection program.
- Install a firewall.
- Keep all of the above continually updated, and install security updates for your applications and operating system.
- Beware of links or attachments in e-mail or instant messages, especially if the mail is unsolicited and asks for personal information or for verification of a password.
- When transmitting sensitive data, such as credit card details, use encrypted connections, and log off the Web site when you have finished.
- Choose passwords that are hard to guess, and protect them.
- Do not copy or run software from unknown sources.

Additionally, Internet browsers provide various built-in security features, such as automatic pop-up blocking, privacy settings, flexibility to specify Web sites that should be blocked, Web site certificate validation, and so forth. Also, most Internet service providers offer some advanced protection that may, for example, block fraudulent Web sites, prevent phishing attacks, put in place parental controls for blocking inappropriate (pornographic, violent) Web sites, and so forth. There is usually an additional monthly charge for these advanced security features.

If it is decided to install an Internet connection, use a login password to limit access. The Internet connection at the Kingdom Hall should be used specifically for congregation related activities, such as accessing the jw.org Web site, finding telephone numbers of interested ones in the field, and so forth.

We hope this information is helpful. Please accept an expression of our warm Christian love.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* (S-22) at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

March 28, 2010

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Circuit overseers submitting reports electronically

Dear Brothers:

We are writing to inform you of a small adjustment that may affect you when the circuit overseer visits. In the near future, the circuit overseer will have the ability to submit reports to the branch office electronically. At the end of his visit, when he reviews his report with the Congregation Service Committee, they will sign the report describing any recommendations for the appointment or deletion of elders and ministerial servants. A printed copy of both the report on the visit and the recommendations report will be retained in the congregation file. These reports will have a new format. If the service committee feels that some adjustment should be made in the information in the report on the visit or in the recommendations report, the circuit overseer can take note of the adjustment and enter it into the electronic report later. In that case, he will print a copy of the final report and send it to the elders for the congregation file. Recommendations reports should be signed by the service committee before filing.

We hope these new arrangements work out well for all concerned. Please accept an expression of our warm love and Christian greetings.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

April 6, 2010

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Wireless microphone systems

Dear Brothers:

Many Kingdom Halls throughout the United States are using wireless microphone systems that operate on one of the frequencies between 698-806 MHz, also known as the 700 MHz band. The Federal Communications Commission (FCC) has allocated the 700 MHz frequency band for use by public emergency services and commercial wireless services. With this being the case, the FCC has enacted a law that prohibits the use of wireless microphones that operate in the 700 MHz band. The official deadline for compliance is June 12, 2010. Additional information can be found on the FCC Web site www.fcc.gov/cgb/wirelessmicrophones.

We are requesting that congregations using wireless microphones verify the operating frequencies. In some cases, this information can be found on the display of the receiver or with the paperwork that accompanied the devices. A listing of affected equipment can also be found on the FCC Web site www.fcc.gov/cgb/wirelessmicrophones/manufacturers.html. This Web site also notes whether any modification that might allow the microphone to be used can be performed by the manufacturer.

It should be noted that some manufacturers are offering rebates for those who purchased products that are affected by these changes. The Web site of the manufacturer should provide any information relating to possible rebates. In cases where the microphones will not be in compliance and cannot be modified, new equipment will need to be purchased. If this is necessary, the *Supplier Arrangements* section of the jw.org Web site contains information regarding an arrangement with Audio Acoustics, Inc., that offers professional-grade sound equipment. If you need further assistance, feel free to contact your Regional Building Committee.

Thank you very much for giving attention to this matter.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Assembly Hall Committees
Regional Building Committees
Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

April 17, 2010

TO ALL BODIES OF ELDERS

Re: Service Meeting adjustments related to 2010 district convention program

Dear Brothers:

Please note that the Service Meeting schedule for the week preceding the week of the 2010 "Remain Close to Jehovah!" District Convention should be adjusted to review counsel and reminders about attending the convention. A month or two following your convention, a local needs part should be used to review convention points that the publishers have found to be helpful in the ministry.

We send our warm Christian love.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

April 19, 2010

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: New method of distributing magazines in the congregation

Dear Brothers:

The *Watchtower* and *Awake!* magazines deserve the widest possible distribution. Many have found great success in offering the magazines in the street work, such as near busy transportation centers, and in business territories. However, even with extra effort to distribute magazines in the territory, many publishers have unused magazines at the end of the month. Therefore, a new arrangement of distributing magazines to publishers is being implemented in all congregations in the United States. This new arrangement was successfully tested for six months in numerous congregations.

Effective immediately, publishers should no longer maintain a personal standing request of magazines in the primary language of their congregation. The magazines will be left out on a counter in the Kingdom Hall at all times. If there are two or more congregations of the same language in the Kingdom Hall auditorium, there will be one combined supply of magazines. In order for this arrangement to be a success, it is important that publishers take only the number of magazines needed for the *current week* of activity in the ministry, not for the entire month. If more magazines are needed in the following weeks, these can be picked up at any time that the publishers have access to the Kingdom Hall. To ensure that all of the magazines that are picked up are used, we are asking that unused magazines in good condition be brought back to the Kingdom Hall. If on rare occasions the congregation runs out of magazines, publishers can use older copies of the magazines, the *Bible Teach* book, or brochures for the remainder of that month. For months in which the magazines are the primary field service offer, additional copies can be requested from the branch office in advance.

Since this arrangement applies only to magazines in the primary language of the congregation, publishers can continue to have a personal standing request of magazines in languages other than the primary language of the congregation and of magazines in audio format. As these are received from the branch office, they will be handed out to the specific publishers who have requested them.

It is the desire of the branch office that congregations have enough magazines to distribute widely throughout their territory while minimizing unused magazines left over at the end of the month. We take this opportunity to send our warm Christian love and greetings.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to body of elders:

This letter should **not** be posted on the information board. Before it is read to the congregation, the service overseers of each congregation in the Kingdom Hall auditorium should meet to discuss how this arrangement will be organized. If there is only one congregation in your Kingdom Hall, the Congregation Service Committee should meet. The following items should be discussed:

- If there are two or more congregations of the **same language** in the Kingdom Hall auditorium, designate a qualified brother to act as a magazine coordinator for that language. The service overseer of his congregation should review these instructions with him. The magazine coordinator, rather than the magazine servant, would care for the following responsibilities:
    - Verify that supplies of the primary-language magazines have been combined and set out on the counter.
    - Monitor the supply, and replenish with available stock. The magazine servant(s) should automatically assist in replenishing stock and keeping the magazine area well organized and neat. **Please note:** Without proper supervision, the magazine counter may become cluttered.
    - If magazines are left over at the end of the month, discuss with the service overseer whether the requested quantity can be decreased. Those who adjust the magazine quantities on the jw.org Web site are encouraged not to eliminate the bulk quantity for one congregation and increase it for another congregation in order to compensate. For shipment purposes, the bulk quantities for each congregation of the same language should be adjusted equally.
- If there are not two congregations of the same language in the Kingdom Hall auditorium and therefore no magazine coordinator, the individual magazine servant(s) will care for the responsibilities noted above.
- In all cases, the individual magazine servant(s) will be responsible to distribute magazines in languages other than the primary language of the congregation and magazines in audio format to the publishers in his congregation. It would be good for the magazine servant to remain behind the counter to monitor the new arrangement for a few weeks. Thereafter, it is no longer necessary for him to stand behind the magazine counter before and after the meeting.
- While the bulk magazines for congregations with the same language will be combined together on the counter for distribution, the magazines for each congregation will at this time still be shipped separately. Once the various magazine shipments are received, they will then be combined on the counter for all congregations to share. Future adjustments will be made that will simplify this arrangement.
- Review the number of magazines that were left over at the end of previous months. At any time, magazine quantities can be increased or decreased using the jw.org Web site.
- Determine where magazines will be put out in the Kingdom Hall. If there is limited counter space available, shelving or a presentable bookcase can be used. Though the entire supply of magazines need not be set out at one time, the more that is available to the publishers, the better. This is preferable to having small stacks of magazines that are

quickly depleted. It should be noted that magazines placed on the counter may be used by all congregations in the Kingdom Hall auditorium.

- Determine where publishers can drop off unused magazines in the Kingdom Hall. For example, should the publishers return them directly to the magazine distribution location?
- Ensure that publishers receive a personal copy of the magazines as soon as the bulk supply arrives. This can be done by (1) putting the bulk supply of the public edition of *The Watchtower* and the *Awake!* out immediately and leaving it out or (2) putting a small supply of the public edition of *The Watchtower* and the *Awake!* out immediately for personal use and the bulk supply later for the ministry. We recommend that copies of the study edition of *The Watchtower* be handed out to publishers, their children, and regular meeting attenders in a manner similar to what is done with *Our Kingdom Ministry.* Thereafter, the remainder can be left out. As a reminder, the study edition of *The Watchtower* is not offered in our public ministry. However, a copy may be made available to any who request it.
- It may be necessary to make reminder announcements for the first few months that publishers should take only the magazines that are needed for *that week* and that unused magazines should be returned for others to use. Therefore, magazines may initially be depleted quickly until the publishers are accustomed to this new arrangement.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

May 1, 2010

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: *Charitable Planning* brochure

Dear Brothers:

The branch office will soon provide each congregation with a limited supply of an updated version of the brochure *Charitable Planning to Benefit Kingdom Service Worldwide.* The brochures will be sent in an upcoming literature shipment to the ship to congregation. Each congregation should receive three copies of the brochure, which should be kept in the literature cabinet. They should not be displayed on the literature counter at any time. No advice should be given on estate and tax planning matters, and those with questions should be encouraged to contact their professional advisor or the Charitable Planning Office of the Legal Department.

Replacement brochures may be requested on a monthly literature request in the usual manner, based on the needs of your congregation.

Thank you for giving your attention to this matter. May Jehovah bless all the brothers for their giving in behalf of Kingdom interests.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

May 3, 2010

TO ALL CONGREGATIONS

Re: Offering *The Bible—What Is Its Message?* in November 2010

Dear Brothers:

What a joy it was to receive the brochure *The Bible—What Is Its Message?* at the 2009 "Keep on the Watch!" District Convention! No doubt you have already read this brochure that gives an overview of the Bible from the creation account in Genesis to the thrilling promise of eternal blessings for obedient mankind found in the book of Revelation. We are pleased to inform you that a special effort will be made to give this brochure a wide distribution throughout the territory during November 2010.

If you have not read the brochure, please do so. We are sure that it will have a wide appeal to people of varied cultures and religious backgrounds, including those in Christendom who know very little about the Bible. An upcoming issue of *Our Kingdom Ministry* will contain further details of this distribution, including suggested ways to offer the brochure in the territory. We pray that this special effort to focus on God's Word will build appreciation for this precious gift. Please accept an expression of our warm Christian love.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to body of elders:

Please arrange for this letter to be read to the congregation at the first Service Meeting after its receipt. Thereafter, it should be posted on the information board.

The service overseer should ensure that sufficient copies of the brochure are requested from the branch office in preparation for the literature offer for November 2010.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

May 6, 2010

TO ALL BODIES OF ELDERS

Re: Public talk outline No. 76

Dear Brothers:

This is to inform you that the public talk outline "Jealousy—Proper and Improper" (No. 76) should no longer be given in the congregation. Any copies in the congregation file should be destroyed. Additionally, any ministerial servants who give this outline should be informed of this direction. A revised *Public Meeting Talk Titles* (S-99) form and a revised *Public Meeting Talk Titles—Listed by Subject* (S-99a) form will be made available when the replacement for outline No. 76 is provided.

We send our warm Christian love.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

WATCHTOWER
Bible and Tract Society of New York, Inc.
900 Red Mills Road, Wallkill, NY 12589-3223, U.S.A.
Phone: (845) 744-6000 Fax: (845) 744-1300

May 20, 2010

TO ALL BODIES OF ELDERS

Re: New features for requesting literature on the jw.org Web site

Dear Brothers:

We are pleased to announce that several enhancements have been made to the jw.org Web site to assist in requesting literature. These new features will be available under the "Request Literature" section of the *Congregation* tab **beginning July 1, 2010.**

***Featured Items* link:** This new link replaces the "Featured Items" section on the "Announcements" page of the *Congregation* tab. New releases, campaign items, and items used for congregation meetings will be displayed on this page, and for your convenience, requests for the items featured may be entered directly from this page. Please note, however, that stock items in the congregation's primary language can be requested only by the language-coordinating congregation.

***Shipment History* link:** This new link provides the same information that appears on the hard-copy packing list included with each literature shipment. All congregations will be able to view shipment details, including the date that the shipment was completed at the branch office. Additionally, in the event that the hard-copy packing list is misplaced or additional copies are needed for other congregations, the packing-list information may be printed from this page. For shipments sent via commercial carrier, please allow two to three weeks from the "completed" date to the arrival of the shipment.

**"Requested for" field:** This new field enables congregations to insert free text on literature requests. It is being provided primarily to allow congregations to include the names of the individuals requesting literature items. Once literature items have been added to the request, the field may be accessed by clicking on the *Current Request* link. The text will appear on the packing list under the requested item. When the literature is received, this information could be used to assist the brothers in handing out the literature to those who requested it. These messages are for congregation use only and are not reviewed by the branch office; therefore, please do not use this area to communicate literature needs to the branch office. If you need to communicate with the branch office regarding literature or magazines, you may send an e-mail to shippingcorrespondence@jw.org.

We hope that these enhancements will assist you in caring for the literature needs of your congregation. If you have questions, please see the online *Help* feature for more information.

Please accept an expression of our warm love and greetings.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

June 1, 2010

TO ALL COORDINATORS OF THE BODY OF ELDERS AND SECRETARIES IN THE UNITED STATES

Re: Verifying information on elders and ministerial servants

Dear Brothers:

We are writing once again to request your assistance in verifying and correcting information that we have in our files regarding brothers in your congregation who are appointed as elders and ministerial servants. We will soon mail a list that should show all the elders and ministerial servants appointed in your congregation. As needed, please check with each brother to make sure that the information shown on that list is correct. Do *not* simply copy the information from the *Congregation's Publisher Record* (S-21) cards.

Please verify the spelling of each brother's name. The complete first and last name should be shown with no abbreviations or nicknames. If a name on the list is not shown correctly, neatly mark in ink any needed corrections. (Do *not* submit corrections to the names of those in special full-time service, such as Bethel family members and special pioneers.) Also, please correct as necessary the birth and baptism dates. Write in the birth or baptism date if this information is missing from the list. Endeavor to verify the accuracy of any dates you submit. For example, most valid baptism dates are either a Saturday or a Sunday.

If a brother's name is missing from the list, please check the congregation file to be sure you have an S-2 form or S-52 letter verifying his appointment. If so, include his name on the list along with his birth and baptism dates, and provide a photocopy of the S-2 form (front and back) or S-52 letter. Likewise, if a brother is no longer serving, please check the congregation file to be sure that you have an S-2 form, S-52 letter, or signed recommendations report from the circuit overseer verifying his deletion. If so, draw a single line through his name on the list, and provide a photocopy of the S-2 form (front and back), S-52 letter, or signed recommendations report from the circuit overseer. If you do not have such correspondence verifying his deletion, leave his name on the list, but inform your circuit overseer at his next visit.

Please do *not* use the list to make new recommendations for appointment or deletion. Such new recommendations should be handled in harmony with the letter dated June 9, 2008, to all bodies of elders.

After verifying the information, make a copy of the list for the congregation file, and return the original to the Service Department at the address shown in the letterhead above by **July 15, 2010.** *Please return the list even if all the information is correct.*

Thank you for your assistance in this matter. We take this opportunity to send you our warm love and Christian greetings.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

WATCHTOWER
Bible and Tract Society of New York, Inc.
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-5000 Fax: (718) 560-7119

June 2, 2010

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: Guest rooming for publishers visiting Bethel

Dear Brothers:

We are pleased to inform you that beginning in July 2010, it will be possible for those visiting Bethel to request guest rooms at the Bossert residence building located at 98 Montague Street, Brooklyn, New York, 11201. This building is located within a 20-minute walking distance of the 25 Columbia Heights office complex in Brooklyn, where a tour of the Bethel facilities is provided. These arrangements for rooming are only available for baptized Jehovah's Witnesses (or unbaptized publishers) and their minor children. All such ones must have a good standing in the congregation. A *Brooklyn Guest Room Request* form and instruction sheet have been included with this letter.

Any member of the congregation who meets the above-mentioned criteria and wishes to request rooming may obtain a form and instruction sheet from the congregation secretary. Once filled out, the form should be given to the Congregation Service Committee. The service committee will verify that all the information on the completed form is correct before approving it. The applicant will receive a written response regarding whether or not rooming is available on the requested dates. All requests must be submitted in advance, following the above-mentioned procedure. There is no provision for obtaining a guest room without a confirmed invitation. Additional details regarding this new arrangement can be found on the *Brooklyn Guest Room Request* form and instruction sheet.

We are confident that this new arrangement will be beneficial for those planning a visit to Bethel. May Jehovah continue to bless your efforts as you support Kingdom interests.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

Attachment

PS to body of elders:

Page 1 of this letter should be read to the congregation at the first Service Meeting after its receipt. It should then be posted on the information board for two weeks along with the *Brooklyn Guest Room Request* form and instruction sheet. Thereafter, these documents should be placed in the congregation file along with other material related to visiting Bethel. They should be made available to those who wish to consult them. However, this postscript should **not** be read to the congregation or be posted on the information board.

As a reminder, this arrangement is only for baptized Jehovah's Witnesses (or unbaptized publishers) and their minor children. All such ones must have a good standing in the congregation. Once a completed *Brooklyn Guest Room Request* form has been turned in, the service committee should verify that all of the information is accurate. In the case of publishers traveling together from different congregations, separate forms should be submitted to each individual's respective service committee. The publishers should make a note on the form that their request is in conjunction with another publisher's request from another congregation. It would be best not to recommend groups composed entirely of single brothers and single sisters who are not related to one another. Additionally, discretion should especially be exercised when considering publishers who are presently experiencing difficulties in their lives. Such ones might include those experiencing family problems and who will be traveling without their mates.

If you do not recommend a publisher to stay at Brooklyn in conjunction with this arrangement, please kindly inform him of your reason. It is not necessary to forward to the branch office any requests that are not approved. If you are in agreement with the information on the form and recommend all of the publishers, the service committee should sign the form and return it to the group contact. It will be the group contact's responsibility to forward the form to the Brooklyn Rooming Desk. The applicant will receive a written response to his request. Please remind all publishers requesting guest rooming that no Bethel privileges are included with this arrangement (for example, meals, morning worship, or the Bethel family *Watchtower* Study). The preferred method of submitting the *Brooklyn Guest Room Request* form is via e-mail or fax. However, a mailing address has been provided, if needed.

Additional *Brooklyn Guest Room Request* forms and instruction sheets may be obtained from the jw.org Web site.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

June 11, 2010

TO ALL BODIES OF ELDERS

Re: 2010 Kingdom Ministry School textbooks

Dear Brothers:

This is a follow-up to our letter dated March 2, 2010, to all bodies of elders regarding the Kingdom Ministry School and how to obtain textbooks in the language of the congregation. The letter stated that further information would be provided on how an elder could also obtain a textbook that is in a language other than the language of his congregation.

The coordinator of the body of elders should ask each elder whether he needs a textbook that is in another language, and if so, what language is needed. Requests should be made only in cases in which having a textbook that is in another language would be particularly helpful. For example, an elder may have moved to a foreign-language congregation and does not fully comprehend the new language. In that case, it may be helpful for him to have a copy of the textbook that is in his native tongue. No requests for a textbook that is in another language should be made simply for an elder to have an extra textbook. Requests can also be made for Braille textbooks for any elders who are blind. Please be sure to specify what language of Braille is needed.

The coordinator of the body of elders should tabulate the languages, quantities, and sizes (regular or large print) of the textbooks that are desired. Please note that a large-print edition may not be available in certain languages. In that case, a regular-size edition will be provided. You may use the chart below to assist you. This information should then be conveyed to your circuit overseer no later than **July 5, 2010.** Even if no extra textbooks are needed, you should still contact your circuit overseer to inform him of that. Once the circuit overseer receives these textbooks from the branch office, he will inform you of how you may obtain them.

| Language | Quantity | Size (regular or large print) |
|---|---|---|
| | | |
| | | |
| | | |

Additionally, any elders appointed after March 2010, when the initial Kingdom Ministry School textbook survey was sent, will be able to receive their textbooks from the circuit overseer or at the Kingdom Ministry School. In due course you will be informed of how these books can be obtained.

How blessed we are to be trained by the "Grand Instructor," Jehovah God! (Isa. 30:20) Please accept a warm expression of our Christian love and best wishes.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

June 18, 2010

TO ALL BODIES OF ELDERS

Re: Discontinuation of Pioneers Assist Others program

Dear Brothers:

Since 1998, the Pioneers Assist Others program has been an excellent provision for pioneers to help publishers become more effective in the field ministry. Many encouraging comments have been received from pioneers and publishers expressing appreciation for the arrangement and describing the numerous benefits they have received. (1 Thess. 5:11) The program has also helped pioneers to gain valuable experience assisting others in preaching from door-to-door, in making return visits, and in conducting Bible studies. Many pioneers now invite publishers to share with them in various facets of the field ministry on a regular basis.

In view of these good results and for other practical reasons, it is now felt that the Pioneers Assist Others program has accomplished its purpose. Therefore, this program will be discontinued as of August 31, 2010. You may convey this information to any pioneers and publishers who are currently sharing in the program. However, there is no need for an announcement to be made to the congregation as a whole. Although the Pioneers Assist Others program is being discontinued, pioneers and experienced publishers should continue to be encouraged to look for opportunities to help others. Periodically, practical suggestions will be published in *Our Kingdom Ministry* as to how this could be done.

Please warmly commend the pioneers for their self-sacrificing efforts and loyal support of the organization. We send our warm Christian love and best wishes.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

In view of the above direction, on August 31, 2010, the November 5, 2004, October 1, 1999, and January 20, 1998, letters to all bodies of elders regarding the Pioneers Assist Others program should be removed from the congregation permanent file of policy letters and be destroyed. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* (S-22) at that time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

July 8, 2010

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Searching for congregation meeting locations and times

Dear Brothers:

We are pleased to announce a new feature available on the jw.org Web site that allows approved users to search for congregation meeting locations and times throughout the United States branch territory.

This new feature is available to an authorized user who logs in to the site and clicks on the *Meetings* link under the *Lookup* tab. The brother can narrow the search using criteria such as the congregation's state, language, city, and meeting information. A list of matching congregations displays, along with the address and meeting times. During Memorial season, the location and time of the Memorial will also be displayed. The user can view one or more of the listed congregations on a map and get directions.

The *Search for Congregation Meetings* role has been assigned to all brothers who currently have the *Search for Contacts* role. However, unlike the *Search for Contacts* role, which is generally restricted to elders only, the *Search for Congregation Meetings* role may be assigned to any elder or ministerial servant with a jw.org Web site account.

When a local publisher will be traveling and needs to get information about meeting locations and times, it is preferred that he get the information from a local brother with the *Search for Congregation Meetings* role rather than calling the branch office. However, questions about which congregation is assigned to work a particular address should still be directed to the branch office.

We trust that this new feature will prove helpful to you. Please accept an expression of our warm love and greetings.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Assembly Hall Committees
District Convention Committees
Hospital Liaison Committees
Regional Building Committees
Traveling overseers

PS to secretary:

This letter should be retained in the congregation file along with other items related to the jw.org Web site.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

July 15, 2010

TO ALL BODIES OF ELDERS

Re: Songs for circuit events during 2011 service year

Dear Brothers:

In connection with your scheduled circuit events during the 2011 service year, please note the following:

The 12 songs that will be used at all two-day circuit assemblies this year are 119, 85, 58, 62, 26, 32, 63, 33, 17, 99, 100, and 4. Additionally, at all special assembly days, the six songs that have been scheduled are 49, 68, 7, 23, 69, and 121. Hence, an announcement should be made to the congregation, preferably a month or so before each of your scheduled events, inviting all to become thoroughly familiar with these Kingdom songs so that all in attendance can praise Jehovah with their voices as only he deserves.—Psalm 150.

Please accept an expression of our warm Christian love.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

July 16, 2010

TO ALL CONGREGATIONS

Re: Softcover edition of the *New World Translation*

Dear Brothers:

The *New World Translation* of the Bible is invaluable in our personal study and in the ministry. It reveals the truth about our heavenly Father, including his most precious name. However, for the sake of greater durability, we will only be printing hardcover and deluxe Bibles in the future. We are stopping production of the softcover editions of the *New World Translation*. This applies both to the regular-size and pocket-size softcover editions.

Congregations should continue to request supplies of softcover Bibles until the branch office informs congregations that both softcover editions are no longer available. Thereafter, when the congregation's supply of softcover Bibles is depleted, the regular-size hardcover edition may be kept on hand in the congregation's literature supply and used for placement in the field.

The regular-size hardcover edition, the regular-size deluxe edition, and the *Reference Bible* will continue to be produced for publishers and those who attend the meetings regularly. These more durable editions allow us to keep our personal copies of the Bible lasting longer. The pocket-size edition will not be produced for the time being.

Thank you for taking note that the production of the *New World Translation* softcover edition will be discontinued. We send our warm Christian love and greetings.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to Congregation Service Committee:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above-noted subject has been posted on the information board. The regular-size deluxe edition and the *Reference Bible* will continue to be special-request items and should only be requested when there are specific requests from publishers. The letter dated August 3, 2005, to all congregations in the United States regarding the softcover edition of the *New World Translation* should be removed from the congregation permanent file of policy letters and be destroyed. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* (S-22) at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

July 23, 2010

TO ALL CONGREGATIONS

Re: PDF files of *The Watchtower* and *Awake!* on the jw.org Web site

Dear Brothers:

Since December 2009, *Watchtower* study articles in English and a limited number of other languages have been made available as PDF files in the public area of the jw.org Web site. We are pleased to inform you that the *Awake!* and the public edition of *The Watchtower* in English and a limited number of other languages have been made available as PDF files in the public area of the site beginning with the issues of July 2010. This is being done to fill a specific need where brothers have difficulty obtaining their magazines.

Each issue will be in a single PDF file. The file will include the complete contents of the magazines. Commercial artwork that we do not have approval to distribute electronically will be replaced with a generic image.

Only the six latest issues of *Awake!* and the six latest issues of the public edition of *The Watchtower* will be available on the site at any time. The files will be removed after they have been available for six months.

We send our warm Christian love and best wishes.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

PS to coordinator of the body of elders:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above subject has been posted on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

July 25, 2010

TO ALL CONGREGATIONS

Re: Audio recordings of *"Bearing Thorough Witness" About God's Kingdom*

Dear Brothers:

We are pleased to announce that an audio recording of the book *"Bearing Thorough Witness" About God's Kingdom* will be made available to the congregations. No doubt many will find this especially useful when this publication is studied at the Congregation Bible Study starting the week of March 14, 2011.

The English recordings are being offered as standard compact discs (CDs) or files that can be downloaded from the jw.org Web site. Files will be available on the site on September 1, 2010. Publishers who have access to the site are encouraged to download these recordings, since the cost to the organization is much less than producing physical discs. However, for those who do not have a means of obtaining these recordings from the site, requests for the standard CDs may be placed through the congregation after September 1, 2010.

We send our warm Christian love and best wishes.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

PS to coordinator of the body of elders:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above-noted subject has been posted on the information board.

Item number 4116 should be used when requesting *Bearing Witness—On CD.*

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

July 26, 2010

TO ALL BODIES OF ELDERS AND TRAVELING OVERSEERS

Re: Recording meeting attendance

Dear Brothers:

This is to inform you of an upcoming adjustment in the way attendance at congregation meetings will be recorded. Beginning on September 1, 2010, the attendance count will be taken only once each time the congregation meets—once during the Theocratic Ministry School and once during the first quarter of the *Watchtower* Study. In due course, a revised *Report of Meeting Attendance* (S-3) will be made available.

When traveling overseers compile the six-month average meeting attendance for a congregation, they will use the figures from the Congregation Bible Study and the *Watchtower* Study from the 2010 service year. Beginning with the first week of the 2011 service year, meeting attendance during the week of the circuit overseer's visit will be taken only once each time the congregation meets, toward the middle of the program. In due course, a revised *Report on Circuit Overseer's Visit With Congregation* (S-303) will be made available.

Thank you for noting these adjustments. We send our warm Christian love.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 1, 2010

TO ALL BODIES OF ELDERS

Re: 2011 Memorial invitations

Dear Brothers:

"Keep doing this in remembrance of me." (Luke 22:19) In harmony with Jesus' command, true Christians will gather to observe the Lord's Evening Meal on Sunday evening, April 17, 2011. A new Memorial invitation has been prepared, and there will be a worldwide effort to invite as many as possible to attend. This special campaign will begin Saturday, April 2, and extend through Sunday, April 17. We encourage you to review the following information in an effort to plan for this campaign.

**Requesting invitations:** So as to ensure that enough invitations are requested for your congregation's territory, please do the following:

- **Immediately,** the Congregation Service Committee should determine how many invitations are needed for the congregation. It should be considered whether the quantity used in previous campaigns was sufficient.
- **Each congregation** should enter their request using the jw.org Web site. All requests should be submitted **by September 20.** PLEASE NOTE: If a request is not received from your congregation by the due date, a ratio of 30 invitations per publisher and 120 per pioneer will be sent to your congregation. Since this ratio *may not* meet the specific needs of your congregation, all congregations are encouraged to submit a request **by September 20.**
- **Use item number 7681 for requesting invitations in the languages listed below.** Use item number 7691 for requesting specialized invitations with unique artwork highlighting that the talk will be given in sign language.
- A supply of invitations may be requested in other languages if you are sponsoring a foreign-language group or if other languages are spoken in your territory.

**Available languages:** In addition to English and Spanish, invitations will be available in Albanian, Amharic, Arabic, Armenian, Bengali, Blackfoot, Bulgarian, Cambodian, Chin (Hakha), Chinese (Simplified), Chinese (Traditional), Chuukese, Croatian, Czech, Finnish, French, German, Greek, Gujarati, Haitian Creole, Hindi, Hmong, Hungarian, Iloko, Indonesian, Italian, Japanese, Korean, Laotian, Low German, Macedonian, Malayalam, Marathi, Marshallese, Mixtec (Huajuapan), Mongolian, Myanmar, Nahuatl (Northern Puebla), Navajo, Nepali, Persian, Polish, Portuguese, Punjabi, Romanian, Russian, Samoan, Serbian, Swahili, Tagalog, Tamil, Tarascan, Telugu, Thai, Tigrinya, Tongan, Turkish, Twi, Tzotzil, Ukrainian, Urdu, and Vietnamese.

**Check-in of invitations:** Quantities for all congregations in the Kingdom Hall Literature Group will be combined and sent to the ship-to congregation in cartons marked **"mi11."** The carton label(s) will indicate the quantity designated for each congregation. The service overseer of the ship-to congregation should ensure the following steps are taken upon receipt:

- Open the cartons and confirm the correct items were shipped.
- Immediately distribute invitations to each congregation in the literature group.

**Labeling invitations:** The service overseer and territory servant will be responsible to ensure that the location and time of the Memorial are added to the invitations. Some congregations may choose to affix preprinted self-adhesive labels showing the time and place of the Memorial. Other appropriate methods may also be used to insert such information.

The 2011 Memorial invitation includes an invitation to the special talk that will be given during the week of Monday, April 25, 2011. Those congregations having the visit of the circuit overseer or an assembly that weekend will have the special talk the following week. No congregation should have the special talk before April 25. In the designated location on the invitation, please be sure to indicate the date, time, and place of the special talk. If the Memorial talk and/or the special talk will be presented in sign language, this should also be noted on the labels.

**Distribution to publishers:** Copies for distribution to the field can be handed out to the publishers a week or two before the campaign is to begin. Any who have more than they can distribute may share their surplus with others who run out.

**Territory coverage:** It is better to give the householder an invitation personally. However, publishers will be allowed to leave the invitations where no one is at home if the elders deem this to be practical. You may feel that it will not be possible for your congregation to cover all of its assigned territory in the time allowed. The elders may therefore decide to give priority to working the most productive territory. A nearby congregation may also offer to assist you with territory coverage. The objective is to do as much as possible within the designated time period. After the campaign is completed, publishers are to begin using the regular literature offer for the month. If your congregation works all of its territory or places its entire supply of invitations before the campaign is completed, you may begin using the regular literature offer for the month.

We encourage you to make sure that the place where the Memorial is to be held, whether a Kingdom Hall or some other facility, is large enough to accommodate an anticipated peak attendance. This would also be an excellent opportunity for the elders to encourage new ones to consider sharing in the ministry as publishers.—*od* pp. 79-81.

This letter should be circulated to the elders. However, the Congregation Service Committee should meet and review these instructions as soon as this letter is received. We are pleased to share this advance information with you, and we pray Jehovah's rich blessing upon this special campaign.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 3, 2010

TO ALL BODIES OF ELDERS

Re: Use of the jw.org Web site

Dear Brothers:

This letter replaces the letter dated July 6, 2009, to all bodies of elders regarding use of the jw.org Web site. That letter should be removed from the congregation file and be destroyed.

Since August 2009, most forms and most letters to all congregations and to all bodies of elders have been made available for download on the jw.org Web site. We have received many positive comments on the usefulness of this arrangement. Before announcing further developments in connection with the site, we wish to remind you of the following guidelines.

**Account administrators:** Only selected elders should have the *Manage Users* role. The brothers with this role are referred to as account administrators. An account administrator has the ability to create additional user accounts, delete user accounts no longer needed, add or remove roles of users, and reset passwords. One elder, preferably a member of the Congregation Service Committee, should have the primary responsibility to serve as the account administrator. At least one other elder should serve as the backup account administrator. **Ministerial servants should not serve as account administrators or backup account administrators and thus should not have the *Manage Users* role.** However, if you do not have an elder who can serve as an account administrator without help, a ministerial servant can be used to provide technical assistance. The elder would log in to the site, and while the elder is still present, the ministerial servant would provide assistance in navigating through the site and making user account adjustments. The ministerial servant should not be given the account administrator's password or the password of any other brother, including temporary reset passwords. Neither should he be able to view the account administrator's password when it is entered.

To keep the site secure, elders or ministerial servants who are deleted or who move to other congregations should have their accounts deleted immediately by the account administrator. All passwords should be kept confidential. Brothers should not share their login name or password with anyone else. If anyone has reason to believe that his password has become known, it should be changed immediately. Please do not post or write down a password anywhere that would be visible to others. Each brother with a password should be personally responsible to keep the site secure.

**Viewing forms and letters:** The *View Forms—General* role may be given to any elder who requests it as well as to ministerial servants assigned by the Congregation Service Committee to print forms from the site. The *View Forms—Restricted* role, the *View Letters—General* role, and the *View Letters—Restricted* role should only be given to two or three elders, preferably including the coordinator of the body of elders and another member of the service committee. **Ministerial servants should not be given the *View Forms—Restricted* role or any *View Letters* role.**

An elder, preferably the coordinator of the body of elders, should monitor the site weekly and print new letters. If the site is being monitored by a different elder, he should print new letters and give them immediately to the coordinator of the body of elders. Although during the course of printing letters from the site electronic files are automatically copied to a user's computer, such files should not be retained.

All congregations have now confirmed that no ministerial servants are serving as account administrators or backup account administrators and that no ministerial servants have any *View Letters* role. Therefore, we are pleased to announce that *all* letters to all congregations and to all bodies of elders will now be made available for download on the site. This includes confidential letters and letters that are to be retained in the congregation permanent file of policy letters. Additionally, the *Notification of Disfellowshipping or Disassociation* (S-77) form is now available for download in the *Forms* section of the site to those with the *View Forms—Restricted* role. (Please see paragraph 5 of this letter for direction on who should be given that role.) The S-77 form contains editable fields, thus making it easier to fill out the form. If a judicial committee member assigned to fill out the form does not have the *View Forms—Restricted* role, one of the elders with the role can provide him with an electronic copy of the form. However, once the form has been filled out and printed, the contents of the form should not be saved on your computer. Blank S-77 forms will no longer be routinely sent to congregations after a completed S-77 form is received by the branch office.

In view of the enhancements noted above, it is important that the guidelines described in this letter be followed closely. We send our warm Christian love and best wishes.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* (S-22) at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 4, 2010

TO ALL CONGREGATIONS

Re: *Real Faith—Your Key to a Happy Life*

Dear Brothers:

We are pleased to inform you of a new 32-page brochure that has been prepared for use when preaching to Muslims who tend to be more moderate and in fields where some are responding to the truth. The title of this brochure is *Real Faith—Your Key to a Happy Life.* It is designed to appeal to Muslims who have a desire for genuine faith. The objective is to build interest and confidence in the Bible and the Messiah.

Because of strong prejudice against the terms "Christian" and "Bible," for the most part the term "Holy Scriptures" is used in this publication. The brochure explains that the term "Holy Scriptures" refers to the Bible. This was done to avoid implying that we include the Koran among the Scriptures, as Muslims do. References to the Koran and Islamic practices have been omitted, since a number of branches with a high Muslim population report that such references tend to provoke a negative reaction. Similarly, to prevent the brochure from being branded as proselytization and thus rejected, it avoids stating directly that Christianity is the only true faith. It leaves it to the publisher to introduce a study in the *Bible Teach* book, and it indirectly and gently encourages associating with the congregation. Congregations may begin submitting requests for this new brochure after September 1, 2010.

We hope this brochure will help many Muslims to open their minds and hearts to the truth of God's Word.

Please accept an expression of our warm Christian love and greetings.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

PS to coordinator of the body of elders and service overseer:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above-noted subject has been posted on the information board.

Item number 6656 should be used when requesting the brochure.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 8, 2010

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Literature and magazine reminders and adjustments

Dear Brothers:

Beginning in September 2010, a number of adjustments will occur that will affect congregations in the United States. Please take note of these reminders and adjustments, since some may require action on your part.

**Annual items:** It has been observed that many congregations have a substantial supply of annual items left over each year. In order to keep that from happening, the service overseer is responsible to ensure that requested quantities are based on *actual requests received* from congregation publishers. Quantities should not be submitted in anticipation of requests. With this in mind, we are pleased to inform you that congregations may now begin submitting requests for the following annual items using the jw.org Web site: *2011 Calendar of Jehovah's Witnesses*, *Examining the Scriptures Daily—2011*, *2011 Yearbook of Jehovah's Witnesses*, *The Watchtower* bound volume 2010, *Awake!* bound volume 2010, and *Watchtower Library—2010.* Please note that *Watchtower Library—2010* is a provision for members of the congregation only. These literature items will be visible by clicking on the *Featured Items* link in the "Request Literature" section of the *Congregation* tab on the site. In order to avoid duplication, each congregation should submit its own request for these special-request items. Requests should **not** be submitted through the language-coordinating congregations.

**Magazine production:** All magazines for congregations in the United States will be printed and shipped from the Canada branch office. The Wallkill Printery will no longer produce magazines. However, all rush requests and inquiries regarding magazine shipments should continue to be *directed to the United States branch office*. The Canada branch office should not be contacted regarding discrepancies. Congregations may e-mail the United States branch office at shippingcorrespondence@jw.org or call (845) 744-6000, extension 41700. Literature shipments will continue to be processed at Wallkill.

**Congregation inventory:** All language-coordinating congregations should submit their inventory quantities using the jw.org Web site. The *Monthly Movement of Literature* (S-28) form should be used as a work sheet. Congregations should work together to ensure that a complete count is taken. To avoid duplication, please only submit an inventory of items in your primary language or in other languages that are in *your literature supply area.* This inventory should be submitted no later than **September 6, 2010.** Quantities of overstock items that are available for sharing with other congregations should be updated.

**Cutoff dates:** Because of changes in the processing of literature and magazine requests, the cutoff date by which your congregation should submit literature requests may have been adjusted, effective September 1. The jw.org Web site will be updated with the new date assigned to your congregation. **On August 30 or as soon as possible thereafter,** please go to the "Request

Literature" section of the *Congregation* tab on the site. Then click on the *Current Literature Request* link. The date your next literature request should be submitted will be shown. Henceforth, each month, all requests from your congregation should be submitted by that date, before 5:00 p.m. Eastern Time. Requests received after that date will be processed the following month. Please communicate this date to the language coordinator or the literature servant in your congregation.

We are sure that these reminders and adjustments will benefit all congregations. Please accept our warm love and greetings.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 9, 2010

TO ALL BODIES OF ELDERS

Re: Prison witnessing

Dear Brothers:

This letter replaces the letter dated June 3, 2010, to all bodies of elders regarding prison witnessing. While the basic direction contained in that letter has not changed, paragraph 17 of this letter under the subheading "Inmates serving in an appointed capacity" contains new direction. Thus, the June 3, 2010, letter should be removed from the congregation permanent file of policy letters and be destroyed. No changes have been made to the *Prison Information Form* (S-68) that was previously provided.

A number of congregations are sharing in a unique avenue of sacred service that involves witnessing in prisons. It is commendable that such congregations have expanded their witnessing efforts to include penal institutions located within their territory boundaries. Methods of gaining access to inmates who have requested spiritual assistance vary according to the regulations at a given facility. Gaining access may require becoming approved by the facility to serve as a religious volunteer or a religious advisor. Witnessing to incarcerated persons housed at these facilities is challenging, but at the same time, it can be rewarding. A number of our brothers have had success in helping male prisoners and sisters have helped female prisoners to become active servants of Jehovah. To assist those carrying out this aspect of the ministry, we are pleased to offer the following guidelines.

If your congregation is not currently engaged in any form of prison witnessing, it will suffice to circulate this letter among the body of elders. If, on the other hand, your congregation is involved in prison witnessing then this letter should be reviewed at your next elders' meeting. In addition, we recommend that appropriate portions of this material be reviewed with all publishers who are presently or who in the future become involved in prison witnessing.

**Contact congregation:** A contact congregation is a congregation that the branch office has assigned to be responsible for the work in one or more facilities. We prefer to assign correctional facilities to the congregation that holds the territory where the facilities are located. When this is not possible, a neighboring congregation can serve in this capacity. Additionally, in facilities where more than one language is spoken, the branch office will seek to assign contact congregations that speak those languages.

The responsibilities of the contact congregation involve following up on the interest at the facility. The service overseer should take the lead in coordinating the witnessing. He can delegate various tasks to qualified brothers who are approved by the body of elders. Handling correspondence with the branch office regarding work at the facility should be done through the congregation secretary. Anyone taking part in prison witnessing should do so under the direction of the contact congregation. Publishers from neighboring congregations who qualify to assist are encouraged to make themselves available. Those who are able to assist must be approved by their Congregation Service Committee.

If a congregation is unable to continue to serve as the contact congregation, the branch office should be informed of the reason in writing. In cases where the brothers know of another congregation that is willing to serve in their place, the existing contact congregation should write the

branch office to recommend the change. The service committees of both congregations should sign the letter. The branch office will indicate in writing whether or not the recommendation is approved.

**Dealing with prison officials:** A pleasant, persistent approach is often successful. Endeavor to keep all appointments with inmates and officials. Adhere to the rules and regulations of the institution. When a certificate of verification of ordination as a minister is required, the congregation should write a professional-looking letter using the congregation's letterhead. The letter should clearly identify the individual as an ordained minister of the congregation for the appropriate number of years, state the date of his or her ordination (baptism), and be signed by the service committee. If such a letter is not accepted by a facility, then the congregation may write to the Correspondence Department, Attn: Prison Witnessing Desk, 25 Columbia Heights, Brooklyn, New York 11201-2483, for further direction. Please include a copy of the letter that has been rejected.

**Referrals and personal contact with inmates:** When the contact congregation receives a referral from the branch office, it should be followed up on as promptly as possible. You may be able to offer spiritual assistance by providing literature items and regular magazine delivery, and by assigning qualified publishers to visit regularly and, if possible, conduct one-on-one or group studies at the facility. If personal contact is not possible, perhaps a qualified publisher could be assigned to correspond with a detainee. Follow closely the direction found in the April 2003 *Our Kingdom Ministry* Question Box: "It is strongly recommended that sisters not write to male prisoners, even if it is with the goal of giving spiritual help. That responsibility should be handled only by qualified brothers. Qualified sisters may be assigned to correspond with female inmates who express sincere interest in Bible truth." Congregations and individual publishers should never use the return address of the branch office on any personal correspondence with inmates. Please see the announcement in the January 2006 *Our Kingdom Ministry*.

**Literature requests and distribution:** Individual publishers should not write to the branch office to request that literature items be sent to an inmate. Such third-party literature requests will not be honored. Rather, an inmate should first endeavor to obtain basic Bible study material through the Witnesses who visit the facility. If this is not possible, he may write the branch office with his literature request. The body of elders of the contact congregation may also write on his behalf. Disfellowshipped inmates may obtain single copies of our literature for personal use as outlined in this paragraph.—*km* 5/07 p. 3; *km* 7/04 p. 3.

When possible, we prefer that the local congregation either supply magazines and literature directly to the confined person or arrange for it to be given to him by the designated official or chaplain. It is not necessary for congregations to undertake an extensive mailing operation to supply a detainee with magazines or other literature items. If you are unable to provide regular, timely delivery of magazines to a confined person, the branch office will be pleased to enter subscriptions for him. Similarly, if other basic literature items cannot be supplied locally, we will be pleased to arrange for them to be mailed directly to the confined person from the branch office. If our literature is allowed in the prison or chapel library and you cannot supply it yourself, then you may request in writing that it be supplied by the branch office. Please provide the first and last name of the facility official to whom the items should be sent.

When a facility permits local publishers to deliver literature to inmates in the facility, the congregation should request it as part of the regular monthly congregation literature request. However, some facilities do not permit inmates to possess hardbound literature or audiocassettes that do not have clear shells. When this is the case, the contact congregation (not necessarily the language-coordinating congregation in the Kingdom Hall) should request specially prepared

items from the branch office. Mail a *Literature Request Form* (S-14) directly to the Correspondence Department, Attn: Prison Witnessing Desk, at the address provided on page 2 of this letter. Your request can be submitted at any time during the month.

Only basic literature should be provided initially. This includes the *New World Translation,* magazines, brochures, and basic study books. Special-request items should generally be provided only for baptized publishers, unbaptized publishers, and those who are progressing well in their studies. In such cases, the elders of the contact congregation will request these items. Special consideration can be given to those who suffer from impaired vision or when there are other extenuating circumstances. Disfellowshipped individuals are allowed to receive special-request items at the discretion of the body of elders. *Organized to Do Jehovah's Will* should be provided only for those who qualify to engage in the field ministry as baptized or unbaptized publishers. *Our Kingdom Ministry* can be mailed directly to qualified confined persons from the branch office if it cannot be provided locally. (*km* 2/87 p. 8) Please write to the Correspondence Department, Attn: Prison Witnessing Desk, to arrange for this.

All of our videos are approved for use in the prison environment with the exception of *Jehovah's Witnesses—The Organization Behind the Name, The New World Society in Action,* and the broadcast, classroom, and press conference editions of *Jehovah's Witnesses Stand Firm Against Nazi Assault*. Requests for any of the other videos should be made by including them on your regular monthly literature request. Also, if facility officials require it, the branch office will supply a letter authorizing showings of our videos in a particular facility. If it is necessary to request such a letter, you may write to the Correspondence Department, Attn: Prison Witnessing Desk.

**Correspondence with the branch office:** In letters to the Correspondence Department regarding inmates or prison witnessing, please provide the complete name and address of the penal institution, and include the inmate's name and, when known, his identification number. If you are responding to or writing about a letter you have received from the Correspondence Department, please refer to the letter by desk symbol and date. The branch office depends on information from the contact congregation on the status of inmates and the extent of the work being done at facilities. Therefore, please respond to requests for information by the date specified. If you cannot provide complete answers to inquiries from the branch office by the date requested, please provide an update in writing on your progress in obtaining the information.

**Reinstatement requests and other judicial matters:** Inmates desiring to be reinstated should submit a letter to the contact congregation to request a hearing for reinstatement. The contact congregation will form a judicial committee. Before meeting with the inmate, it likely will be helpful for the committee to communicate with the elders of the original congregation that disfellowshipped the inmate to get some general information about the nature of the sin that resulted in his disfellowshipping. If only two elders are permitted to meet with the inmate, the third member of the committee can make his decision based on the testimony of the other two. (Matt. 18:16) If the committee formed by the contact congregation recommends that the inmate be reinstated, they should write to the congregation that disfellowshipped him with full details on why they believe he is repentant. They should wait for the response from the original committee before notifying the inmate. If it is decided that the inmate is not yet qualified for reinstatement, the committee from the contact congregation should explain to him what he needs to work on to qualify. Requests for reinstatement or the handling of other judicial matters may have to be held in abeyance if the foregoing direction cannot be followed.—*w91* 4/15 pp. 21-23 pars. 7-15.

**Reporting activity in the prison ministry:** Literature placements made and Bible studies conducted in the prison environment should be reported by publishers to their respective congregations in the usual manner. Even if many attend a Bible study being held in the prison, one study is counted for the month and one return visit is counted each time the study is conducted. Confined unbaptized or baptized publishers should be counted as publishers in the contact congregation. Therefore, their field service reports should also be included in the congregation report. Additionally, when an inmate is transferred and it is known to which facility he has been sent, the *Congregation's Publisher Record* (S-21) card and a letter of introduction should be sent to the contact congregation caring for that facility. Notification of baptisms performed in prison should be submitted in writing to the Correspondence Department, Attn: Prison Witnessing Desk, if they have not been included in the report for a circuit assembly or special assembly day.

**Inmates serving in an appointed capacity:** It has been the long-established policy that inmates would not be appointed as elders or ministerial servants. (1 Tim. 3:2, 7, 10; Titus 1:6, 7) However, some have been appointed as auxiliary pioneers or regular pioneers while in prison. While such individuals who were appointed in the past will not be deleted as pioneers, effective immediately, no further appointments of inmates as auxiliary pioneers or regular pioneers will be made. Of course, if an elder, a ministerial servant, or a pioneer is imprisoned for maintaining his Christian neutrality or for participating in the Christian ministry, the body of elders may determine that he can continue serving in an appointed capacity while imprisoned.

**Conducting meetings:** Extensions of regular congregation meetings can be established when at least one baptized or unbaptized publisher will attend regularly. The attendance should be included with the contact congregation's meeting attendance. Other than the public talk, field service time should not be counted for conducting congregation meetings. The manner in which meetings are conducted in prisons must, as closely as possible, mirror the manner in which meetings are conducted at the Kingdom Hall. Disfellowshipped individuals should be treated the same as they would be at the congregation meetings at the Kingdom Hall.

Qualified brothers should conduct the meetings, preferably elders and ministerial servants either from the contact congregation or from a neighboring congregation that is assisting the contact congregation. On occasion, if necessary, exemplary baptized inmates who would qualify for appointment in the congregation if they were not in prison may substitute for the appointed brothers from the contact congregation.

Memorial attendance figures should be added to the total congregation count if the Memorial is held under the auspices of the congregation. The Memorial should be held after sundown on the date designated for the observance. Every effort should be made to arrange for an elder from the contact congregation or a neighboring congregation to conduct this most important meeting of the year. If a representative from the contact congregation is not available, an exemplary baptized inmate could be assigned by the congregation to give the talk or the inmates can personally review the current issue of *The Watchtower* that discusses the Memorial arrangement.

Some facilities allow for an annual, or even semi-annual, meeting at which the inmates are able to meet together for a longer period of time than is usual. This could be a fine opportunity for baptisms, reviews of assembly and convention programs, and so forth. Such extended meetings should *not* include arrangements in which congregation publishers, especially members of the opposite sex, are able to mingle freely with the prisoners. It may be that inmates are allowed to invite family members to attend an event. However, experience has shown that it is best for those of the opposite sex, even though related to prisoners, not to be invited to such meetings.

Rather, invitations should be extended only to those who will share in the program, regular volunteers with the prison program, and possibly a few responsible, experienced ones who would be able to encourage and shepherd the inmates so that an excellent witness is given. Elders in the circuit or from nearby congregations who have presented assembly or convention parts could be invited to present this information along with the parts presented by the local elders. The invitation process should be closely monitored by the elders responsible for caring for the prison witnessing. These extended meetings should not be called "special assembly days."

**Child maltreatment:** In line with written direction from the branch office, elders should call the Legal Department regarding any inmate who may have been accused of child maltreatment in the past and who is now associating with the organization, whether he is baptized or not. (Child maltreatment includes physical or sexual abuse.) It is recognized that in some cases elders may not be authorized to inquire about the offense the inmate has been accused of, but if the elders gain knowledge of the offense, they should call the Legal Department and follow the other directions and suggestions from the branch office so as to protect our children. Such an individual should not be used to conduct meetings held in prison. (*w97* 1/1 pp. 26-29) If he is transferred to another facility, it is important to inform the appropriate contact congregation of his situation, if it is possible to do so. Elders should also follow the written direction from the branch office if a child-maltreatment offender is released from prison and moves to another area of the country.

**Other institutions:** Aside from prisons, you may have in your territory state hospitals or substance-abuse facilities where access to the general public is not allowed. It may be that the principles outlined above in connection with witnessing to prisoners can be applied in such situations.

**Keeping the branch office updated:** Use the *Prison Information* form to communicate information regarding facilities for which you are serving as the contact congregation if two or more years have elapsed since you last submitted such a form. When changes take place in the circumstances surrounding the work being done at a facility, please use this form to update the branch office as soon as possible. If your congregation is witnessing in a facility with several different yards or units, please submit a separate form for each individual unit. This is necessary because regulations often differ from unit to unit. Additional copies of the form may be downloaded from the jw.org Web site.

May Jehovah richly bless your efforts in this special field of service.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* (S-22) at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 23, 2010

TO ALL BODIES OF ELDERS

Re: Kingdom Ministry School

Dear Brothers:

Final arrangements are being made for the upcoming Kingdom Ministry School, and we are now pleased to provide you with some additional information and direction.

A revised, softcover textbook entitled *"Shepherd the Flock of God"—1 Peter 5:2* has been prepared in connection with the school. In addition, lapel cards are being provided for elders and ministerial servants for use as identification upon entry at the school location and during the course. The appropriate number of textbooks will be shipped to the mailing address of the coordinator of the body of elders when the textbooks become available in the language of the congregation. The lapel cards will be shipped to the same address at a later date. Copies of the textbook that were requested in languages other than the language of the congregation will be sent to the circuit overseer for distribution.

The coordinator of the body of elders should immediately give each elder a copy of the *Shepherding* textbook. However, the lapel cards should be kept in a safe place until the week before the school. Then he should give the appropriate card to each elder and ministerial servant. This may prevent cards from being lost. The lapel card should be worn when entering the school location and at all times during the school. We will leave it to each elder to decide what he will do with his 1991 Kingdom Ministry School textbook. If he decides to keep the book, he must make sure it is put in a secure place so that others do not have access to it. Otherwise, the book should be completely destroyed.

We would like to emphasize the importance of keeping these new textbooks secured and confidential, both before and after they are distributed. The textbooks should not be left on tops of desks or in other places where they are easily accessible by family members or other individuals. The information is designed for use by the **elders only,** and other individuals should not have any opportunity to read the information.

If an elder has moved away and you have an extra textbook or lapel card, or for some other reason you have extra textbooks or lapel cards, the coordinator of the body of elders should hand-deliver them to the circuit overseer. He should not send textbooks or lapel cards through the mail. If your circuit overseer is a considerable distance away, the coordinator of the body of elders may give him these items the next time he sees the circuit overseer. Likewise, if for some reason you do not receive enough textbooks or lapel cards, the coordinator of the body of elders should contact the circuit overseer for assistance.

We are providing the textbooks to elders in advance so that you will be able to read the book through before attending the school. You will want to concentrate particularly on chapters 1, 2, 4-7, 9, and 11, since they will be considered specifically at the school. In addition to your *Shepherding* textbook, please remember to bring your Bible, *Organized to Do Jehovah's Will*, *Benefit From Theocratic Ministry School Education*, and some note paper. In the *Organized* book, you should review chapters 3 and 7, along with pages 117-119. In the *Ministry School*

book, you should review pages 47-55, 130, and 265-271. Please advise ministerial servants that in addition to their Bible and note paper, they should bring their *Organized* and *Ministry School* books. They should review the same material in the *Ministry School* book as the elders, and in the *Organized* book, they should review chapters 6-8, along with pages 117-119.

You will note in chapter 5, paragraph 9, of the *Shepherding* textbook that a change in terminology is being introduced. A new term, "brazen conduct," will be used in addition to "loose conduct," or in some cases instead of "loose conduct." This new term has been chosen by the Governing Body because it more accurately conveys the thought of the original Greek word that is translated "loose conduct" in the *New World Translation.*

The Governing Body desires that elders and ministerial servants in each congregation attend the school at the same time. However, if an appointed elder or ministerial servant is not able to attend with the elders and ministerial servants of his congregation because of extenuating circumstances, he can contact his circuit overseer for the dates and locations of schools in neighboring circuits. The circuit overseer will then contact the neighboring circuit overseer and request permission for the brother to attend. The brother's coordinator of the body of elders should provide him with a lapel card. If he attends the school before other elders or ministerial servants in his congregation, he should be instructed to keep the information strictly confidential until after the other brothers from his congregation have attended.

Any brother appointed as an elder or ministerial servant in his congregation may attend the school. If new appointments are made, the coordinator of the body of elders should inform the circuit overseer of this so that the brother can receive the appropriate lapel card, and a new *Shepherding* textbook if he is being appointed as an elder. If an elder or ministerial servant is in the process of transferring from one congregation to another and comes with a favorable recommendation from his former congregation, and if the circuit overseer has not yet served his new congregation since his move, then the circuit overseer should provide him with a lapel card. If the circuit overseer has served the new congregation and the brother has been recommended for appointment to the branch office, then the circuit overseer would also provide him with a card. However, if the circuit overseer has visited the new congregation since the brother moved in and the body of elders did not recommend his reappointment for some reason, then he should not attend the school.

We are looking forward to this special program of instruction, and we pray for Jehovah's rich blessing upon all the arrangements being made for the Kingdom Ministry School and upon your efforts to shepherd the flock in a fine way. Although there is much material to prepare before attending the school, the most important thing to prepare is your heart. (Ezra 7:10) If you do so, Jehovah will truly bless your diligent efforts. Please be assured of our warm love and Christian greetings.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

There is no need for this letter to be retained in the congregation permanent file of policy letters. Additionally, the September 16, 1991, and June 20, 1994, letters to all bodies of elders should be removed from the congregation file and be destroyed. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* (S-22) at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

September 6, 2010

TO ALL BODIES OF ELDERS

Re: Account management enhancements to the jw.org Web site

Dear Brothers:

We are pleased to inform you of some upcoming enhancements that will soon be made to the jw.org Web site. These improvements will simplify the login process and enhance security of the site. To help the transition go more smoothly, please provide a copy of this letter to all individuals in your congregation who have an account on the site, including special pioneers and missionaries. It should also be provided to users who create new accounts. Please encourage all users to consult the online *Help* text or an experienced local user before calling the branch office's Computer Help Desk at (718) 560-4010 for assistance.

**Existing users:** The first time you log in on or after September 22, 2010, you will be prompted to update your account. You will need a personal e-mail address. **If you do not already have one, you should establish one as soon as possible.** A free online e-mail provider, such as Gmail or Yahoo!, may be used. (You will be allowed to log in one time without updating your account. However, the second time you log in you will be required to update your account before you can access any secure features on the site.) To update your account, you will need to follow the steps listed below.

1. *If you have multiple accounts on the site, link all your accounts by entering the account ID, user name, and password for any additional accounts.* After you have completed all the steps below, your updated account will give you access to features for every *domain* you are authorized to use. A *domain* is the area of the site assigned to a specific entity, such as a congregation, a Regional Building Committee (RBC), or a Hospital Liaison Committee (HLC). You will no longer log in using a separate account ID, user name, and password for each domain you access.
2. *Enter your full name, date of birth, and date of baptism*. If your name is entered using nonroman characters, such as Asian or Cyrillic characters, you will be prompted to also enter a transliteration of your name.
3. *Enter a personal e-mail address*. This e-mail address will be used to confirm that your account was created and to allow you to reset a forgotten password. You will receive an e-mail containing a code that you will need to enter to confirm the e-mail address you provided. The sender of the e-mail will be shown as "no-reply@jw.org."
4. *Select a new, permanent user name from the displayed list.* User names are comprised of only Roman characters, and cannot be changed later.
5. *Enter your password.* You can retain your previous password or choose a new one.

**New users:** Starting September 22, 2010, each *new* user must initiate the process to create his own account. To create a new account you will need to do the following:

1. *On the "Log In" screen, click on the "Create New Account" link.* Follow the online instructions to enter your personal details, choose a user name, and enter a password.

Thereafter, you will receive an e-mail from "no-reply@jw.org" with a confirmation code for you to enter on the site.

2. *Make a note of your unique user code after you log in*. This code is found at the bottom of all pages on the site, next to the copyright statement. (Note: The user code is different from the account ID or the user name. The user code may change periodically.)
3. *Give this code to your local domain administrator.* The local domain administrator (formerly known as the "account administrator") will use this user code to add your user account to the *domain* and assign you the needed features. A *domain* is the area of the site assigned to a specific entity, such as a congregation, an RBC, or an HLC. (Note: Domain administrators should review the *Add User* section of the online *Help* text.)
4. *Log in using your user name and password.* When logged in, you will have access to features for each domain you are authorized to use.

**Adjustments affecting all users:** Starting September 22, 2010, the following adjustments will affect all users:

- *Password changes or resets:* A user may change his own password at any time without access to secure features of the site being affected. However, if he forgets his password and uses the feature on the *Log In* page to reset it, he will temporarily lose access to secure features of the site. The local domain administrator will need to grant him access to the domain again as if he were a new user.
- *Local domain administrators:* For security reasons, the branch office will generally not add new or suspended users to a domain. Only local domain administrators are authorized to do so because they know the user and can verify his identity. For this reason, *two* congregation elders should be assigned to serve as domain administrators. If one domain administrator forgets his password and has to reset it, the other administrator can use the *Add User* option to add him back to the domain.
- *Accounts for field instructors, missionaries, special pioneers, and traveling overseers:* The arrangement for updating user accounts is the same for field instructors, missionaries, special pioneers, and traveling overseers as it is for congregation users. However, the branch office administers accounts used by those in such forms of special full-time service. If these users have an additional account, such as one for the congregation, they should first log in using their volunteer account to begin the update process. They can contact the branch office if they need assistance.

Each existing user should log in to the site before November 1, 2010, to update his account. Starting November 1, 2010, only users with updated accounts will be able to log in and access all their features without interruption. Users who fail to update their existing account before November 1, 2010, will have to create a new account and then have the local domain administrator grant them access as described above.

We trust that the changes outlined above will prove beneficial. Please accept an expression of our warm love and greetings.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

cc: Assembly Hall Committees
District Convention Committees
Hospital Liaison Committees
Regional Building Committees
Traveling overseers

PS to secretary:

This letter should be retained in the congregation file along with other material related to the jw.org Web site.

PS to circuit overseer:

Please provide a copy of this letter to each assembly overseer, assistant assembly overseer, and accounts overseer in your circuit.

# TESTIGOS CRISTIANOS DE JEHOVÁ

Apartado postal 132 - 28850 TORREJÓN DE ARDOZ (Madrid)
DOMICILIO SOCIAL: Ctra. Torrejón a Ajalvir (M-106), km. 5 - 28864 AJALVIR (Madrid) • Teléfono: (+34) 918 879 700 • Fax: (+34) 918 879 702

13 de septiembre de 2010

A LOS CUERPOS DE ANCIANOS

Asunto: Casos de *sexting* en los que hay menores involucrados

Queridos hermanos:

Como sabéis, cuando los ancianos reciben informes de abuso físico o sexual de menores, deben llamar al Departamento de Asuntos Legales para obtener dirección legal. En esta carta os suministramos algunas directrices adicionales con respecto a los casos de *sexting* que involucran a menores.

El término *sexting* se utiliza para describir la práctica de enviar mensajes de texto sexualmente sugerentes, así como fotos con desnudos o semidesnudos, por medio de dispositivos electrónicos, como los teléfonos móviles. Si los ancianos se enteran de que un menor ha recibido este tipo de mensajes de algún adulto o incluso de otro menor, deben llamar *sin demora* al Departamento de Asuntos Legales. Después de haber informado el incidente al Departamento de Asuntos Legales, los ancianos serán dirigidos al Departamento de Servicio, quienes les contestarán cualquier pregunta relacionada con los aspectos judiciales o teocráticos del caso. No habría que llamar al Departamento de Asuntos Legales si se trata de adultos (es decir, personas de por lo menos 18 años de edad) que han estado de acuerdo en enviarse imágenes o mensajes de texto eróticos.

Cuando los menores implicados en casos de *sexting* sean bautizados, los ancianos deben usar buen juicio para determinar si el mal cometido exige que se tome acción judicial. Hallaréis información útil en la sección "Preguntas de los lectores" de *La Atalaya* del 15 de julio de 2006. Repasad detenidamente esta información antes de llegar a la conclusión de que el menor es culpable de inmundicia grave o de conducta relajada. En la mayoría de los casos se toma acción judicial, especialmente si el menor bautizado ya ha sido aconsejado y, aun así, persiste en su mal proceder. Es posible que los casos en los que hay un adulto y un menor implicados en *sexting* requieran un trato diferente. Por tanto, es importante evaluar cada caso individualmente. Las preguntas con respecto a casos específicos deberán remitirse al Departamento de Servicio. Además, recordad que los padres cristianos deberán incluirse en cualquier conversación que tengan los ancianos con un menor que pudo haber estado involucrado en *sexting*.

Las graves consecuencias que pueden resultar del *sexting* subrayan la importancia de que los padres cristianos supervisen el uso que sus hijos dan al teléfono móvil o a cualquier otro dispositivo electrónico de comunicación. A este respecto, pueden hallarse buenas sugerencias en artículos como el que se encuentra en las páginas 6 y 7 de la *¡Despertad!* de noviembre de 2009 (Mat. 24:45). Cuando un menor esté involucrado en un caso de *sexting*, los ancianos pueden utilizar esta información para ofrecer consejo bíblico y ánimo tanto a los padres como al menor (Isa. 32:1, 2; 1 Ped. 5:2, 3).



Confesión Religiosa Inscrita

Agradecemos la atención que prestáis a este asunto. Recibid nuestro sincero amor cristiano.

Vuestros hermanos,

Testigos Cristianos de Jehová

Copia: Superintendentes viajantes

NOTA AL SECRETARIO: Esta carta debe guardarse en el archivo permanente de cartas sobre procedimientos.

To the Body of Elders.

Situation: Cases of sexting (sex text messaging) when there are minors involved.

Dear brothers:

As you know, when elders are informed of physical or sexual abuse of minors, they should call the Department of Legal Issues (Legal Department) to obtain legal instruction. In this letter we provide some additional guidelines with respect to cases of sexting where minors are involved.

The term sexting is utilized to describe the practice of sending text messages with sexual suggestions, as well as nude or half nude photographs by means of electronic devices, like mobile phones. If the elders find out that a minor has received this type of message from an adult, they should call the Legal department without delay. After reporting the incident to the Legal Department, the elders will be transferred to the Service Department, who will answer any question related with the judicial or theocratic aspects of the case. You should not call the Legal Department if the situation deals with adults (that is, persons that are at least 18 years of age) who have been sending images or erotic text messages consensually.

When un-baptized minors are implicated in cases of sexting, the elders should use good judgment to determine if the wrongdoing demands that judicial action be taken. You will find useful information in the section "Questions from our readers" from July 15 of 2006 Watchtower. Look over this information thoroughly before coming to any conclusion that the minor is guilty of grave uncleanliness or loose conduct. In most cases judicial action is taken, especially if the baptized minor has already been counseled and even after counsel persists in his wrongdoing. It is possible that the cases in which an adult and a minor are involved must receive different treatment. Therefore, it is important to evaluate each case individually. The questions with respect to specific cases should be sent to the Service Department. In addition, remember that the Christian parents should include themselves in any conversation that the elders have with a minor that could have been involved in sexting.

The grave consequences that can result from the sexting, highlights the importance that Christian parents should supervise the use that is given to mobile phones or any other electronic communication device. In respect to this, you can find good suggestions in the articles like the one found on page 6 and 7 of the Awake, November 2009 issue. (Mathew 24:45). When a minor is involved in a case of sexting, the elders can utilize this information to offer biblical counsel and encouragement to both parents and the minor (Isa. 32:1, 2; 1 Peter 5:2, 3).



We thank you for your attention given to this issue. Receive our sincere Christian love.

Your brothers,

Christian Jehovah's Witnesses.

Copy: Traveling overseers

NOTE TO THE SECTERARY: This letter must be filed in the permanent archive for procedural letters.

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Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

September 17, 2010

TO ALL CONGREGATIONS

Re: *Examining the Scriptures Daily*

Dear Brothers:

We are pleased to inform you that *Examining the Scriptures Daily* in all available languages will be made accessible as PDF files on the public area of the jw.org Web site, beginning with the 2011 edition. This will allow individuals to consider the daily text even if they have not yet received their personal printed copy.

The entire booklet will be in one PDF file, allowing for single or multiple pages to be printed for personal use. The most recent release of *Examining the Scriptures* will be posted on the site soon after the annual meeting of the Watch Tower Bible and Tract Society of Pennsylvania each year and will remain on the site for the duration of the year. This year, the files for *Examining the Scriptures—2011* will be posted shortly after October 2, 2010. They will be deleted from the site on January 1, 2012, or soon thereafter. This pattern will apply to future editions of *Examining the Scriptures* placed on the site.

We send our warm Christian love and best wishes.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to coordinator of the body of elders:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above-noted subject has been posted on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

September 20, 2010

TO ALL CONGREGATIONS

Re: *Watchtower Library—2010*

Dear Brothers:

The first edition of the research tool *Watchtower Library* was released in 1993, in English. Since then, the number of languages has grown. The 2010 edition will be produced in 39 languages. Thus, brothers and sisters around the globe will be able to benefit from it.

One particular feature of *Watchtower Library* has proved useful to Witnesses who speak more than one of those languages. That is the provision to synchronize between language editions that are installed and open on a computer. For example, a Witness serving with a foreign-language congregation or group may do research in one language then use the synchronize feature to find the equivalent text in another language. (The beginning date of publications is not the same in all editions.) This synchronization feature has been quite valuable to brothers and sisters learning a new language so as to spread the good news. Following is a list of the 39 languages in which *Watchtower Library—2010* will be produced:

| | | | |
|---|---|---|---|
| Arabic | Finnish | Korean | Spanish |
| Chinese (Simplified) | French | Lithuanian | Swahili |
| Chinese (Traditional) | Georgian | Malagasy | Swedish |
| Croatian | German | Norwegian | Tagalog |
| Czech | Greek | Polish | Turkish |
| Danish | Hungarian | Portuguese | Twi |
| Dutch | Igbo | Romanian | Ukrainian |
| Efik | Indonesian | Russian | Yoruba |
| English | Italian | Sesotho | Zulu |
| Estonian | Japanese | Slovak | |

If you have need for an additional language edition, you may request such through the congregation. *Watchtower Library* is available for Jehovah's Witnesses, as well as unbaptized publishers and those who regularly attend meetings and qualify to receive *Our Kingdom Ministry*.

We send our warm Christian love and greetings.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

PS to coordinator of the body of elders:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above-noted subject has been posted on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

October 7, 2010

TO ALL BODIES OF ELDERS

Re: Spiral binding of *Shepherding* textbook

Dear Brothers:

Since the release of the new *Shepherding* textbook, several elders have asked about the possibility of having their textbook spiral bound. There is no objection if an elder personally spiral binds or laminates his own textbook or does so for other elders. If he has another baptized brother who is not an elder do the work for him, the elder must watch while the work is being done. Outside companies, unbelievers, or sisters are not permitted to do this work. The material in the book is confidential, and confidentiality must be preserved.

Each elder should make the following notation next to the box on the title page of the *Shepherding* textbook: "See letter dated October 7, 2010, to all bodies of elders regarding spiral binding of this textbook."

Please be assured of our warm Christian love and best wishes.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* (S-22) at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

October 12, 2010

TO ALL BODIES OF ELDERS

Re: Wedding procedures and Scriptural freedom to remarry

Dear Brothers:

Much fine direction on the subject of wedding procedures and Scriptural freedom to remarry has been included in chapter 12, paragraphs 4-17, of the *Shepherding* textbook. Thus, the letter dated May 15, 1988, to all bodies of elders should be removed from the congregation permanent file of policy letters and be destroyed. However, please note the following additional points that are not included in the *Shepherding* textbook.

**Proof of ordination:** In some areas, local authorities require that a minister who performs weddings register and provide some proof of his ordination. In many cases, they will accept a letter signed by the body of elders confirming his appointment as an elder in the local congregation. If this does not suffice, the elder should determine the exact requirements and then, if necessary, write to the branch office requesting assistance.

**Establishing Scriptural freedom to remarry:** It is the responsibility of the individual to produce convincing evidence to establish Scriptural freedom to remarry. The individual, not the elders, bears the responsibility to gather such evidence. If the individual contemplating remarriage admits that he has been guilty of fornication himself after his mate divorced him, the marriage would be considered ended in God's sight. Or if his former mate has remarried or admitted to committing fornication since the divorce, this too would provide adequate evidence to free one Scripturally. (*w80* 1/15 pp. 30-31) Elders should be very careful when it comes to giving direction on whether an individual is Scripturally free and should consult with the branch office on any questions.

Each elder should make the following notation next to paragraph 4 and paragraph 9 in chapter 12 of the *Shepherding* textbook: "See letter dated October 12, 2010, to all bodies of elders."

We pray that Jehovah will bless you as you endeavor to fulfill the weighty responsibilities placed upon you as shepherds of the flock. Please accept an expression of our warm Christian love.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* (S-22) at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 1, 2010

TO ALL BODIES OF ELDERS

Re: Local assistance for users of the jw.org Web site

Dear Brothers:

Our September 6, 2010, letter announced a new account arrangement for the jw.org Web site and provided instructions on updating user accounts. The branch office's Computer Help Desk has received a large number of calls from brothers seeking help in updating their accounts. To ensure that adequate assistance is given to brothers needing help and to reduce unnecessary calls to the branch office, please do the following:

- Give a copy of the September 6, 2010, letter to each brother in the congregation who has a user account on the site if you have not already done so. Encourage users who have not yet updated their accounts to read the letter carefully before doing so.
- Assign one or two brothers who are experienced computer users and who have already updated their accounts to approach all account holders and offer any assistance that may be needed. A few brothers may also need help in setting up an e-mail account to use in connection with the site. Ensure that all brothers with active accounts on the site update them before December 1, 2010.
- Remind all brothers with accounts to read the online *Help* text and seek assistance from a capable local brother before calling the branch office's Computer Help Desk for assistance. Make it known to them which local brothers can be called upon to provide assistance. If the problem is one that cannot be handled locally, have one of your more experienced computer users call the branch office's Computer Help Desk.
- Ensure that at least two congregation elders are assigned as local domain administrators and given the *Manage Users* role.
- When a brother is given a new assignment that requires use of the site, have a capable brother provide thorough training on how to use the features that he will need for his assignment.

We trust that this arrangement for assistance will enhance the usefulness of the site in supporting the activity of the congregation. Please accept an expression of our warm Christian love and greetings.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 6, 2010

TO ALL BODIES OF ELDERS

Dear Brothers:

What exciting times for Jehovah's people! As this old system comes to its end, we see multitudes gathering to Jehovah's table for the spiritual food that brings sure hope for survival into God's righteous new world. To care for this increase, the pioneer ranks continue to swell in further fulfillment of Psalm 110:3. We wish to warmly commend you for your efforts to encourage the pioneer spirit within your respective congregations. What can be done to further strengthen and encourage those who have made adjustments and sacrifices in their lives in order to enter the full-time ministry?

**Promote the pioneer spirit:** The pioneer spirit is manifested by a positive attitude toward the ministry and a zeal for fine works. (Titus 2:14) When the elders demonstrate their support for the pioneers in word and action, the pioneer spirit grows within the congregation. It is important to take the lead in displaying a zealous attitude toward the ministry, since your example speaks volumes and encourages the publishers to follow suit.—Heb. 13:7.

One effective way to promote the pioneer spirit in the congregation is by joining the pioneer ranks yourself if your circumstances allow. When elders, ministerial servants, and their family members make room for the privilege of regular or auxiliary pioneering, the entire congregation benefits. Some bodies of elders have made it a goal for as many as possible on the elder body to auxiliary pioneer at least once during the service year, perhaps during Memorial season, during vacation or holiday months, or during the circuit overseer's visit, thus stimulating further growth of the pioneer ranks within the congregation. Being regular each week in your support of congregational arrangements for service and making yourselves available to work along with the regular pioneers in the ministry on a regular basis also helps to strengthen the pioneer spirit. Never underestimate the effect that your example and words of encouragement can have. Be assured that Jehovah will bless your efforts.—Phil. 4:23.

**Be ready to assist:** At times, pioneers face challenges that may discourage them. As shepherds, prove yourselves ready to assist in practical ways. (Isa. 32:2) Please do not be quick to recommend that a pioneer discontinue his pioneer service. Be alert to take the initiative in offering assistance that will truly benefit those experiencing difficult circumstances. Remind the publishers of their privilege to assist regular pioneers with transportation expenses as they are able, especially during these economically hard times. Make good use of past annual letters and outlines that have been provided. Such material often contains suggestions for assisting pioneers who are facing bouts of discouragement or who find it difficult to meet their hour requirement on a consistent basis. (See the letter dated October 2, 2001, to all bodies of elders, in the congregation permanent file of policy letters.) It would be good for all elders to review these practical suggestions so as to be ready to assist those in need.—Prov. 17:17.

We appreciate all that you do in building up the pioneer spirit, both in word and deed. As you continue to encourage those in full-time service to fully accomplish their ministry, may Jehovah bless your efforts in rendering loving assistance to them and to all those entrusted to your care. You can be assured that Jehovah will not forget your sacrifice.—Heb. 13:16.

We take this opportunity to convey our warm brotherly affection and best wishes.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

PS to coordinator of the body of elders:

Accompanying this letter is an outline for the December meeting with the regular pioneers, special pioneers, and any field missionaries serving in your congregation. The body of elders should choose two elders to conduct this meeting. These elders should endeavor to arrange a convenient time when all of the pioneers can be present. Encourage the elders to be well prepared so that the meeting is truly encouraging and beneficial. Other elders may attend if they wish.

Also accompanying this letter is the letter dated November 7, 2010, to all regular pioneers. Please arrange for sufficient good-quality copies of the letter to be distributed to each regular pioneer, special pioneer, and field missionary in the congregation. Letters may be photocopied or be printed from the *Letters* section of the jw.org Web site under the *Documents* tab.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 7, 2010

TO ALL REGULAR PIONEERS

Dear Brothers and Sisters:

What was it that motivated you to become a pioneer? Was it because your God-fearing parents encouraged you? Did a zealous pioneer study the Bible with you? Maybe you heard a talk at a convention or an assembly that motivated you to apply for this privilege of service. Perhaps you were affected by an article in *The Watchtower* or a part on the Service Meeting. Was it a traveling overseer who encouraged you? Whatever the case, your decision to become a pioneer was a good one.

**True happiness:** Pioneer service contributes to a life filled with joy and happiness. It is common for those outside the Christian congregation to build their life around the pursuit of things like material possessions, fame, and glory. However, as the millions of dedicated servants of Jehovah have learned from experience, doing Jehovah's will is what results in lasting joy and happiness. The pioneers' increased spiritual activity makes them an outstandingly joyful group. That is to be expected, because the Scriptures tell us that Jehovah is "the happy God." (1 Tim. 1:11) At 1 Timothy 6:15, Jesus is described as "the happy and only Potentate." In addition, Psalm 144:15 says: "Happy is the people whose God is Jehovah!" Having a good relationship with Jehovah results in happiness.

**Safeguarding our spirituality keeps us happy:** Like all valuable possessions, our joy and happiness must be protected. We must be determined to avoid degrading practices of this world, such as the viewing of pornography. (Job 31:1; Matt. 5:28; 2 Pet. 2:14) In harmony with clear Scriptural direction, we also abstain from watching violent movies, and we do not play or watch violent video games. (Ps. 11:5) We need to refrain from listening to debasing music that is characterized by obscene lyrics or driven by sex, violence, and rebellion. (Eph. 4:29; *g04* 4/22 p. 26) By following what God's Word and organization tell us, we will successfully maintain our joy and happiness.

**Bible reading, study, and meditation:** As you have seen from your own experience, great joy comes from understanding Scriptural truth. It is comparable to the satisfaction that comes from eating a delicious meal prepared by a skilled cook. The prophet Jeremiah used that comparison when he said: "Your words were found, and I proceeded to eat them; and your word becomes to me the exultation and the rejoicing of my heart; for your name has been called upon me." (Jer. 15:16) As Jesus foretold, "the faithful and discreet slave" would serve spiritual "food at the proper time." (Matt. 24:45; Luke 12:42) Like Jeremiah, we find great joy and satisfaction in studying and meditating upon the good spiritual food from God's Word skillfully prepared by the faithful slave.

Much like physical food must be eaten and properly digested in order for us to benefit, spiritual food must enter our minds and be meditated upon in order for us to assimilate the good things it has to offer. When reading the Bible, ask yourself, 'How does this affect my life? Does

this call on me to make any adjustments to bring my attitude or actions into harmony with the expression of the divine will?' For example, when reading Philippians 2:14, "keep doing all things free from murmurings and arguments," search your heart to see if you are really conforming in this regard to the divine will. (*w61* p. 473) Such meditation is purposeful and will help you to grow spiritually and find greater happiness in your pioneer service. One brother who regularly reads the Bible and meditates upon it said: "I feel that this is vital for my maintaining a close relationship with my Creator. Meditating on God's Word helps me to understand Jehovah's justice and his other qualities better and has been a source of incredible strength." (*w00* 10/1 p. 21) Daily Bible reading and meditation serve as a powerful protection against the unhappiness caused by the satanic propaganda that permeates this old world.—*w01* 1/15 pp. 6-7.

Your personal study and meditation can also result in joy to your brothers. How so? Consider the conversation recorded at Luke 24:13-35 that two of Jesus' disciples had with him. After discussing the deep things from God's Word and gaining a clear understanding of such things, they exclaimed: "Were not our hearts burning as he was speaking to us on the road, as he was fully opening up the Scriptures to us?" They were so excited that they hurried to Jerusalem to report these things to the brothers! Similarly, by sharing the good things you learned from your personal study of God's Word with your fellow pioneers and others in the congregation, they too will become excited about the spiritual food that nourished your joy and happiness.

**Stay busy:** Happiness is related to productive work. (John 5:17) For our work in the field service to produce the best results, we need to make good use of valuable time. You have probably heard some version of the statement: 'Instead of thinking about counting time, think about how to make time count.' To help others learn the truth, we need to talk to them. We properly give priority to the door-to-door ministry. However, if you find that you are spending a lot of time in the car waiting for others to return from a door or from a return visit, why not try to talk to passersby? What about doing street work? Or maybe you could do telephone witnessing while waiting for others. If you find that you are spending a lot of time without finding anyone at home during your door-to-door work, have you thought of doing evening witnessing when more people are home? Keeping accurate house-to-house records is particularly useful in ensuring that someone in every household receives a witness. Depending on where you live, public areas (such as streets, parks, parking lots, subway entrances, and bus stops) may be good places to find people. It is often possible to give a brief witness and to leave publications with people in such places. Others have had success in witnessing to people early in the morning outside of coffee shops or diners. Why not review recent articles in *Our Kingdom Ministry* on informal witnessing? You may think of other places and circumstances where you could preach and make your valuable time count.

We greatly appreciate the fine work you are doing in the field. May we all continue to imitate Jehovah, the God of love, by pressing forward in our ministry. (1 Cor. 13:7, 8) Please be assured of our warm brotherly affection.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 16, 2010

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: Bible School for Christian Couples

Dear Brothers:

In view of the need for more Kingdom proclaimers to cover seldom-worked territories and strengthen congregations in need of spiritual support, the Governing Body has arranged for a new school called the Bible School for Christian Couples. Additionally, the name of the Ministerial Training School has been changed to the Bible School for Single Brothers.

At this year's annual meeting of the Watchtower Bible and Tract Society of Pennsylvania, held October 2, 2010, it was announced that the two-month Bible School for Christian Couples would give married couples specialized training so that they can be used more fully by Jehovah and his organization. Most of the graduates of this school will be sent out to serve as regular pioneers where the need is greater in their home country. However, a number will be sent out as special pioneers or trained for the circuit work. A few may even receive an assignment in another country, if they make themselves available.

**What are the requirements?** In Isaiah's vision of Jehovah in His temple, he heard Jehovah ask: "Whom shall I send, and who will go for us?" Without hesitation Isaiah immediately responded: "Here I am! Send me." (Isa. 6:8) That is the disposition required for this school as well. Couples must have the 'here I am send me' attitude and circumstances. Are you in a position to respond, without hesitation, like the prophet Isaiah? Further, interested couples must be married for at least two years with both having served for at least the last two consecutive years in full-time service. Lastly, both must be between 25 and 50 years of age and in good health.

**When and how can couples apply?** We are planning the first classes to be held in English only at the Watchtower Education Center in Patterson, New York, starting July 2011. Thereafter, the schools will be conducted at the same locations that are being used for the Bible School for Single Brothers. A meeting for those who are interested will be held at special assembly days beginning in January 2011. During this meeting, the traveling overseer will outline further details and requirements for those interested in applying and will distribute applications to those who qualify.

It is evident that Jehovah is indeed speeding up the preaching and teaching work, the most important work being done on earth! Therefore, it is ever more imperative that we keep pace with the celestial chariot, look for ways to simplify our lives, and pray for Jehovah's direction. (Ezek. 1:12; Zeph. 1:14; Matt. 6:22) Under the direction of the Head of the Christian congregation, the Governing Body has noticed the spiritual plight of this system and has 'begged the Master of the harvest' for more workers. (Matt. 9:35-38) We ask that you prayerfully consider whether you can answer, "Here I am! Send me."—Isa. 6:8.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to coordinator of the body of elders:

Please arrange for this letter to be read to the congregation at the first Service Meeting after its receipt. Thereafter, it should be posted on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 17, 2010

TO ALL BODIES OF ELDERS

Re: Letters of introduction

Dear Brothers:

Much fine direction on the subject of letters of introduction has been included in the *Shepherding* textbook. For example, paragraphs 30 and 31 of chapter 3 deal with letters of introduction when elders and ministerial servants move. Paragraph 22 of chapter 7 deals with letters of introduction when a publisher with judicial restrictions moves. Paragraph 2 of chapter 10 deals with what should be sent when a disfellowshipped or disassociated person moves. And paragraphs 20 and 21 of chapter 12 provide updated direction on letters of introduction when a known child molester or an accused child molester moves. Thus, the July 1, 2006, letter to all bodies of elders regarding letters of introduction should be removed from the congregation permanent file of policy letters and be destroyed. However, please note the following additional points that are not included in the *Shepherding* textbook.

**Format:** A letter of introduction should always contain the following information: (1) the date of the letter, (2) the previous congregation's full name and complete mailing address, (3) the new congregation's full name and complete mailing address, and (4) signatures of the Congregation Service Committee, with their names typed or printed underneath their signatures. (*be* pp. 71-73) Some also find it helpful to use a regarding line (as shown above) so that the recipient may easily identify the purpose of the letter.

**Congregation publisher:** When a publisher (active or inactive) moves to another congregation, a letter of introduction and the *Congregation's Publisher Record* (S-21) cards should be promptly sent to the congregation where the publisher moved. (The last record card of an inactive publisher should be retained indefinitely by the congregation where the publisher moved.) If the previous service committee knows where the publisher moved, they may take the initiative and send these items without waiting for a formal request from the new congregation. What information should be conveyed in the letter of introduction? Ask yourself: What information would we want to receive if this person were moving into our congregation? (Matt. 7:12) Clearly state the publisher's full name, the names of any immediate family members, and any privileges the publisher or his family members have enjoyed, such as assignments on the Theocratic Ministry School, working with the Regional Building Committee, auxiliary pioneer service, and so forth. These elements should be included in all letters of introduction. If the person was reproved in the distant past but is not presently under restrictions, there may be no need to mention past judicial action unless the offense involved child molestation, adulterous marriage, or some other notorious wrongdoing.

**Regular pioneer:** In addition to the information previously described for a congregation publisher, the letter of introduction for a regular pioneer should clearly state whether the pioneer is recommended to continue serving as such.—See *Index to Letters—For Bodies of Elders* (S-22) for current direction on how to inform the branch office of the reappointment of a regular pioneer.

Each elder should make the following notation next to the penultimate bullet in paragraph 16 of chapter 2 in the *Shepherding* textbook: "See letter dated November 17, 2010, regarding letters of introduction."

Carefully following these guidelines will help you to protect the flock and to render needed spiritual assistance to Jehovah's precious sheep. We pray that Jehovah will continue to "give you peace constantly in every way" as you faithfully serve him in these last days. —2 Thess. 3:16.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 18, 2010

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: *Charitable Planning* brochure

Dear Brothers:

A part on the Service Meeting for the week of November 29, 2010, will review the article "'Let Us Present Jehovah's Offering,'" which appears in the November 15, 2010, issue of *The Watchtower.* This article highlights the use of the brochure *Charitable Planning to Benefit Kingdom Service Worldwide.*

During the summer of this year, three copies of this brochure for each congregation were sent to the ship-to congregation. If you did not receive copies for your congregation, please check with the ship-to congregation. In the past, additional copies were obtained by contacting the Charitable Planning Desk in the branch office. However, as outlined in the May 1, 2010, letter to all bodies of elders in the United States, if additional copies are needed, a literature request can be submitted to the branch office using the jw.org Web site. (The item number to be used is 6678.) The requested brochures will be sent in your next regularly scheduled literature shipment.

The brother handling the Service Meeting part for the week of November 29, 2010, should announce that any in need of a *Charitable Planning* brochure may request it from the literature counter rather than contacting the branch office directly.

Thank you for your attention to this matter. May Jehovah bless all the brothers for their giving in behalf of Kingdom interests.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 19, 2010

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Listing of elders and ministerial servants on the jw.org Web site

Dear Brothers:

We are pleased to inform you of a new feature that is being made available on the jw.org Web site for elders. Beginning on December 1, 2010, authorized elders will be able to see a listing of the appointed elders and ministerial servants in their congregation. This list will be visible by clicking on the *Elders and Servants* link under the "Members" heading under the *Congregation* tab. The list will show the full name of the brother, his birth date, and his baptism date. It will also allow corrections to this information to be submitted.

Only elders should be authorized to see this list. Thus, we are creating a new role called *Enter Member Information.* Initially this role will be given to those who have the *Manage Users* role. The new role should also be assigned to elders who enter new regular pioneer appointments and adjust existing records about regular pioneers. Beginning on December 1, 2010, it will no longer be possible for those with just the *Enter Reports and Profile* role to make pioneer entries. The Congregation Service Committee will determine which other elders should have the new *Enter Member Information* role. A local domain administrator will then give the role to the ones selected. If possible, at least two elders should have this role. Ministerial servants should not be given the *Enter Member Information* role.

If a brother with the *Enter Member Information* role comes to know that information shown on the site about the name, birth date, or baptism date of an individual is incorrect, he should check directly with the brother about his correct name, birth date, or baptism date and then update the computer record. The complete first and last name should be shown with no abbreviations or nicknames. (Information about Bethel family members, special pioneers, and others in special full-time service cannot be updated through this arrangement.)

If a recent appointment or deletion is not yet reflected on the list, please wait until you receive acknowledgment from the branch office of the adjustment. By then the list on the site should have been adjusted automatically. If you have already received the acknowledgment and the list on the site is still incorrect, then send us a copy of the S-2 form or S-52 letter you have in your file showing the appointment or deletion of the brother along with a brief note detailing the situation. (Please do not telephone the branch office regarding these corrections.) The *Elders and Servants* link *cannot* be used to recommend new appointments or deletions of any elder or ministerial servant.

We hope this new feature will be helpful to you and at the same time enhance the accuracy of the information we have at the branch office. Please accept an expression of our warm Christian love.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation file along with other material related to the jw.org Web site.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 20, 2010

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: Return address when witnessing by mail

Dear Brothers:

As a reminder, the branch office's return address should never be used on any personal correspondence. This includes all letters and items of literature that are mailed to give a witness to interested people, to not-at-homes, or to those who live in inaccessible places. When witnessing by mail, use either your personal return address or the local Kingdom Hall address. Doing so will avoid giving the impression that your correspondence was sent from the branch office.—*be* pp. 71-73.

Thank you for noting this reminder. We send our warm Christian love.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to coordinator of the body of elders and service overseer:

Please arrange for this letter to be read to the congregation at the first Service Meeting after its receipt. Thereafter, it should be posted on the information board. The service overseer should check with those in the congregation who are known to witness by mail and ensure that they understand the direction provided above.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 4, 2010

TO ALL BODIES OF ELDERS

Re: 2011 district convention handbills

Dear Brothers:

We are pleased to inform you that there will be a concerted global effort to advertise the 2011 district conventions. In this connection, publishers will again have opportunity to distribute a special handbill in the territory. This campaign will begin three weeks before your assigned district convention. Elders are encouraged to review the following information in an effort to plan for this campaign.

**Requesting handbills:** So as to ensure that enough handbills are requested for your congregation's territory, please do the following:

- **Immediately,** the Congregation Service Committee should determine how many handbills are needed for the congregation. It should be considered whether the quantity used in previous campaigns was sufficient.
- **Each congregation** should enter their request using the jw.org Web site. All requests should be submitted **by January 10, 2011.** PLEASE NOTE: If a request is not received from your congregation by the due date, a ratio of 30 handbills per publisher and 120 per pioneer will be sent to your congregation. Since this ratio *may not* meet the specific needs of your congregation, all congregations are encouraged to submit a request **by January 10, 2011.**
- **Use item number 7581 for requesting handbills in the languages listed below.** Use item number **7481** for requesting specialized handbills with unique artwork highlighting that the convention will be presented in sign language.
- A supply of handbills may be requested in other languages if your congregation is sponsoring a foreign-language group that will attend a convention or convention sessions in the group's language.

**Available languages:** In addition to English and Spanish, handbills will be available in Arabic, Armenian, Chinese (Simplified), Chinese (Traditional), Chuukese, French, Greek, Hindi, Hmong, Iloko, Italian, Japanese, Korean, Marshallese, Persian, Polish, Portuguese, Romanian, Russian, Samoan, Tagalog, and Vietnamese.

**Check-in of handbills:** Quantities for all congregations in the Kingdom Hall Literature Group will be combined and sent to the ship-to congregation in cartons marked **"CO-sf11."** The carton label(s) will indicate the quantity designated for each congregation. The service overseer of the ship-to congregation should ensure the following steps are taken upon receipt:

- Open the cartons and confirm the correct items were shipped.
- Immediately distribute handbills to each congregation in the literature group.

**Labeling handbills:** The service overseer and territory servant will be responsible to ensure that the location, dates, and program times are added to the handbill. Some congregations may choose to affix pre-printed self-adhesive labels for this purpose. Other appropriate methods may also be used to insert such information. (Instructions for obtaining labels and printing services are available in the *Supplier Arrangements* section of the jw.org Web site under the *Documents* tab. Those instructions should be given to the service overseer and territory servant.) You may wish to list the location, dates, and program times following the pattern shown below.

Assembly Hall of Jehovah's Witnesses
23 Unity Place
Newburgh, NY 12550

| | |
|---|---|
| Friday, July 8, 2011 | 9:20 a.m. to 4:55 p.m. |
| Saturday, July 9, 2011 | 9:20 a.m. to 4:55 p.m. |
| Sunday, July 10, 2011 | 9:20 a.m. to 3:40 p.m. |

**Distribution to publishers:** Copies for distribution to the field can be handed out to the publishers a week or two before the campaign is to begin. Any who have more than they can distribute may share their surplus with others who run out.

**Territory coverage:** It is better to give the householder a handbill personally. However, publishers will be allowed to leave the handbills where no one is at home if the elders deem this to be practical. You may feel that it will not be possible for your congregation to cover all of its assigned territory in the time allowed. The elders may therefore decide to give priority to working the most productive territory. A nearby congregation may also offer to assist you with territory coverage. The objective is to do as much as possible within the designated time period. After the campaign is completed, publishers are to begin using the regular literature offer for the month. If your congregation works all of its territory or places its entire supply of handbills before the campaign is completed, you may begin using the regular literature offer for the month.

This letter should be circulated to the elders. However, the Congregation Service Committee should meet and review these instructions as soon as this letter is received. We are pleased to share this advance information with you, and we pray Jehovah's rich blessing upon this special campaign.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 6, 2010

TO ALL BODIES OF ELDERS

Re: Correspondence from branch office and congregation file

Dear Brothers:

This letter replaces the letters dated February 15, 2002, December 4, 2008, and December 5, 2008, to all bodies of elders. Those letters should be removed from the congregation permanent file of policy letters and be destroyed.

**Letters to individuals and congregations:** At times, the branch office will send letters to individuals in care of the coordinator of the body of elders because of not having the mailing address of the individual. Such correspondence should be given to the addressee without being opened by the coordinator of the body of elders. Generally speaking, routine letters addressed to congregations do not need to be read to the congregation. Rather, at the next Service Meeting, an announcement may be made that a letter on that subject has been posted on the information board. Any exceptions to this direction will be noted in the postscript of the letter.

**Letters to bodies of elders:** It is preferred that letters addressed to bodies of elders be circulated to each elder rather than be read as a body unless otherwise directed. Doing so limits the number of elders' meetings required and allows each elder to examine the letter in greater detail. Upon receipt of a letter to the body of elders, the coordinator of the body of elders or secretary may make *one photocopy* of the letter. (See *Index to Letters—for Bodies of Elders* (S-22) for current direction on obtaining letters from the jw.org Web site.) The secretary can immediately place the original in the congregation file as directed and can route the "work copy" to the body of elders. The coordinator of the body of elders may choose to make notes on this "work copy" for the follow-through of the other elders. Once the "work copy" is returned to the secretary, it should be destroyed.

***Index to Letters:*** Periodically a revised *Index to Letters* will be provided. A copy of *Index to Letters* may be provided to each elder who requests it. A list of letters comprising the congregation permanent file of policy letters is provided at the end of the index. Each letter in that list should be sorted in date order in the congregation file. Those letters should be kept separate from other items in the congregation file. Most congregations find it helpful to keep a separate binder of those letters with the *Index to Letters* at the front of the binder. As those letters are replaced or as new ones are added in the future, direction will be given to update the congregation permanent file of policy letters. You will likely find it helpful to update your copy of *Index to Letters* at that time as well.

We wish to offer the following caution. There are some older letters that are referred to in *Index to Letters.* In some cases those older letters contain just one or two policy matters that currently apply. The other points in the letter may have been revised. Thus, while researching a specific point in one of the older letters, you may notice other policy matters that may or may not still apply. Therefore, exercise care in using that older direction. If those points of policy are not referred to in *Index to Letters,* it is likely because the matter has been addressed in the *Shepherding* textbook or in more recent correspondence.

**Congregation file categories:** Besides correspondence to be retained in the congregation permanent file of policy letters, the branch office sends annual correspondence (such as district con-

vention instructions, guidelines for visitors to Bethel, and pioneer encouragement letters and outlines). At times, letters are sent to inform the elders or the congregation of a specific problem or temporary need. Additionally, the congregation may have paperwork regarding ownership of the Kingdom Hall, instructions for congregation accounting, and direction on requesting literature and magazines. If the branch office does not specifically direct that the correspondence should be retained in the congregation permanent file of policy letters, it will be up to the elders to determine how to file such material. If the branch office does not specifically direct how long a piece of correspondence or documentation should be retained, the elders may make the decision based on local laws and circumstances. The attached list suggests some categories that may be useful in filing material *other* than items to be retained in the congregation permanent file of policy letters. Additional categories may be used as needed.

- Accounts
- Assemblies/Conventions
- Bethel visitors information
- Circuit overseer's report on visit
- Confidential reports (sealed envelopes)
- Elders and ministerial servants
- Field service reports
- Forms
- Hospital Liaison Committee/DPA cards
- jw.org Web site
- Kingdom Hall
- Letters of introduction
- Literature/Magazines
- Miscellaneous
- Notes from elders' meetings
- Pioneers
- Regional Building Committee
- Talk outlines
- Territory

**Confidentiality and security:** The congregation files and records should be kept locked in a safe and secure place, preferably at the Kingdom Hall. However, if the Kingdom Hall is in any way vulnerable, then such records may be kept in the home of a responsible elder, such as the secretary, under lock and key to prevent unauthorized entry. Although the secretary is primarily responsible for the organization of the congregation file, each elder may be provided with a key to the file.—Each elder should make the following notation next to the second bullet point in paragraph 16 in chapter 2 of the *Shepherding* textbook: "See letter dated December 6, 2010, to all bodies of elders regarding updated direction on keys to congregation file."

**Field service and meeting attendance records:** The box at the Kingdom Hall for collecting field service reports will continue to be used. It may be useful to the secretary in gathering the field service reports collected by the group overseers. Individual publishers may put their reports in the box at the Kingdom Hall if they desire or are otherwise unable to give them to their group overseer. The *Congregation's Publisher Record* (S-21) cards should be retained showing at least the last eight years of activity for each publisher. Cards from more than eight years ago may be destroyed. At least the last 12 months of activity should be retained in the current file of cards. The last card of an inactive publisher should be retained in the current file indefinitely. The current file of cards should be divided into two sections—"Active" and "Inactive." The section for active publishers should be arranged alphabetically, with the cards subdivided into sections for regular and special pioneers, baptized publishers, and unbaptized publishers. Monthly *Field Service Report* (S-4) slips, after being tabulated and posted on the *Congregation's Publisher Record* cards, do not have to be retained. A record card should be filled out for the monthly totals of all publishers, auxiliary pioneers, and regular and special pioneers. Such cards, as well as meeting attendance records for the congregation, will be kept at least two years. Although the record cards are part of the congregation file, they may be kept by the secretary and made available to the other elders upon request.

**Appointment and deletion of elders and ministerial servants:** Records related to the appointment and deletion of elders and ministerial servants should be kept indefinitely.

**Judicial files:** After a duly appointed judicial committee has met with an individual and decided to disfellowship him, to reprove him, or to dismiss the case because of a lack of evidence, a report on the proceedings is signed by the judicial committee. (The same is true of a committee handling a request for disassociation or two brothers handling wrongdoing involving an unbaptized publisher.) Such reports, including *Notification of Disfellowshipping or Disassociation* (S-77) forms, should be placed in a sealed envelope. On the front of the envelope should be listed the name of the individual, the action taken by the congregation (if any), the date of the action, and the names of the elders who handled the matter. The sealed envelope should be placed in the congregation file by the secretary. If there is a need to open these files in the future, such as in connection with a plea for reinstatement, this should be done only by the elders who are assigned by the body to handle the matter. In cases of reinstatement, the reinstatement date should appear on the outside of the sealed envelope along with the names of those serving on the reinstatement committee. The date all restrictions are removed after reinstatement or reproof should also be noted on the outside of the sealed envelope. No judicial information should be posted on *Congregation's Publisher Record* (S-21) cards.

After a disfellowshipped or disassociated person has been reinstated a full five years, if the judicial committee feels there is no longer any need to retain the file material, it can be destroyed. (The same applies to records involving judicial reproof.) If these brothers are not available or qualified, the determination may be made by the Congregation Service Committee or qualified elders designated by them. If there is some reason why the committee feels that it would be better to retain the material longer, it can be kept as long as necessary. If a man or a woman has entered into an adulterous marriage, the file should be kept for five years after reinstatement and thereafter at least until the death or remarriage of the innocent mate. Judicial files involving child abuse should be marked "Do Not Destroy" and should be kept indefinitely. *Notification of Disfellowshipping or Disassociation* forms on individuals who have not been reinstated should also be kept indefinitely.

In view of the foregoing, each elder should make the following notation next to paragraphs 39 and 62 in chapter 5; paragraphs 21 and 34 in chapter 7; paragraph 2 in chapter 9; paragraph 13 in chapter 11; and paragraph 17 in chapter 12 of the *Shepherding* textbook: "See letter dated December 6, 2010, to all bodies of elders regarding filing confidential material."

We trust this direction will be helpful to you as you seek to imitate our orderly God, Jehovah. (1 Cor. 14:33) Please accept an expression of our warm Christian love.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters* at this time as well.

# HIGHLIGHTS OF TOURING THE WORLD HEADQUARTERS AND THE UNITED STATES BETHEL FACILITIES

## Brooklyn, New York

A two-hour guided tour of the office complex features a number of displays highlighting how the worldwide work is directed by the World Headquarters and the supportive role played by the United States Bethel family.

Before or after your tour of the office complex, you may wish to browse the historical archive room in the 25 Columbia Heights lobby. This highlights the expansion of the work in Brooklyn in modern times. Additionally, you can view displays and video clips illustrating some of the methods used to distribute the good news. A literature counter is also available.

## Patterson, New York

The Watchtower Educational Center is the home of the Watchtower Bible School of Gilead for training missionaries, the School for Branch Committee Members, and the School for Traveling Overseers. While on tour, you will see displays describing the work done in the offices. These include the Audio/Video Services, Art, Convention, Service, and Translation Services departments. This tour will take approximately one hour and 15 minutes.

Before or after your guided tour, you may wish to view displays in the main lobby highlighting the history of the worldwide Bible educational work of Jehovah's Witnesses in modern times. You should allow at least 20 minutes to view these displays and videos.

## Wallkill, New York

This two-and-a-half-hour tour will enable you to see how Bible literature is printed, bound, and shipped to congregations in the United States, the Caribbean, and other parts of the world. A portion of this tour also includes the Bethel Home and an explanation of the production and processing of food for the United States Bethel family.

Before or after your guided tour, you may wish to view tour videos and displays in the main lobby highlighting the history of the *Watchtower* and *Awake!* magazines, as well as farming and computer operations. You should allow at least 30 minutes to view these displays and videos. A literature counter is also available.

WATCHTOWER
Bible and Tract Society of New York, Inc.
100 Watchtower Drive, Patterson, NY 12563-9204, U.S.A.
Phone: (845) 306-1000 Fax: (845) 306-0309

December 8, 2010

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: 2011 Bethel visitors information

Dear Brothers:

At Psalm 122:1 the psalmist wrote: "I rejoiced when they were saying to me: 'To the house of Jehovah let us go.'" Many have made similar expressions regarding their visit and tour of the World Headquarters and the United States Bethel facilities in Brooklyn, Patterson, and Wallkill, New York. Perhaps you were one of the 62,965 who visited during the 2010 service year. If you have not yet had the opportunity to tour, or if you would like to visit again, we cordially invite you to do so.

**Tour hours:** The facilities at Bethel are available for tours from Monday through Friday from 8:00 a.m. to 11:00 a.m. and from 1:00 p.m. to 4:00 p.m. As a reminder, tours are no longer available on Saturday mornings. Additionally, no tours will be offered on May 13, 2011 (spring cleaning).

**Large groups:** If traveling with a small group, there is no need to call in advance, since tours begin every half hour. However, if your group includes 20 or more persons, the group coordinator should obtain a copy of the *Watchtower Tour Group Information* form from a member of the Congregation Service Committee. The completed form should be returned to the branch office at least three weeks in advance of your visit. The Central Tour Desk can also assist in arranging your itinerary so as to reduce the waiting time for a tour during busy periods.

**Dress and grooming:** At all times our dress and grooming should reflect the decency and dignity that befit servants of Jehovah God. The book *Organized to Do Jehovah's Will*, page 138, states: "When visiting any of the branch offices of Jehovah's Witnesses . . . our dress, grooming, and conduct should be similar to what is expected of us when attending meetings for worship at the Kingdom Hall." So when visiting Bethel, ask yourself: 'Is my dress and grooming modest?' (Compare Micah 6:8.) 'Would others be distracted or offended by my appearance? Am I setting the proper example for others who may be visiting for the first time?' Before you plan your visit it would be good to review the brochure *Dress & Grooming for Visitors Touring Bethel* that was sent with the letter dated March 6, 2008, to all congregations. Please check with a member of the service committee in this regard.

Our clothing should have a positive influence on others as to how they view the true worship of Jehovah. However, it has been noted that when visiting Bethel, some tend to be extremely casual in their dress. Such dress is not appropriate when visiting any of the Bethel homes. In this matter, as in all other aspects of our Christian life, we desire to maintain the same high standards that distinguish God's people from the world by our doing all things for God's glory. (Rom. 12:2; 1 Cor. 10:31) It is also good to speak with our Bible students and others who may be visiting Bethel for the first time and remind them of the importance of giving attention to proper dress and grooming.

**Lodging and car rental information:** Over the past 10 years, the Patterson Inn has been used to provide accommodations for tens of thousands of brothers and sisters visiting the United States Bethel facilities. However, on December 31, 2010, the Patterson Inn guest arrangement will be discontinued. Although rooms at the Patterson Inn will no longer be available, the Bossert residence building in Brooklyn will continue to be used in a similar fashion for the time being.

If you would like to visit sometime during the upcoming year, please see a member of the service committee. He has been provided with information, including the *2011 Bethel Visitors Lodging and Car Rental List,* that will be useful to you in preparing for your visit.

We are confident that your visit to Bethel will prove to be both encouraging and motivating. May Jehovah continue to bless your efforts in serving his Kingdom interests.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

PS to Congregation Service Committee:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above-noted subject has been posted on the information board.

The *2011 Bethel Visitors Lodging and Car Rental List, Instructions to Consider With Those Planning to Visit or Tour Bethel, Highlights of Touring the World Headquarters and the United States Bethel Facilities,* the *Watchtower Tour Group Information* form, the *Brooklyn Guest Room Request* form, and a copy of this letter should be placed in the congregation file along with other material related to visiting Bethel. (Please note that a *Patterson Inn Room Request* form has not been included, since the Patterson Inn guest arrangement will end on December 31, 2010.) Thereafter, if a publisher would like to visit and tour Bethel, a member of the service committee should consider the following information with the individual:

- *Instructions to Consider With Those Planning to Visit or Tour Bethel* (Please note the emphasis being given to dress and grooming in the instruction sheet provided and in the brochure *Dress & Grooming for Visitors Touring Bethel* when meeting with those who wish to visit and tour.)
- *2011 Bethel Visitors Lodging and Car Rental List* (On January 1, 2011, please destroy all *Bethel Visitors Lodging and Car Rental Lists* from previous years. The secretary should remind all who review the *2011 Bethel Visitors Lodging and Car Rental List* to follow the guidelines at the beginning of the list.)
- *Brooklyn Guest Room Request* form (If additional forms are needed, you may make copies or they may be printed from the jw.org Web site. These forms are effective as of November 1, 2010.)

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 9, 2010

TO ALL BODIES OF ELDERS

Re: 2011 district convention Service Meeting part

Dear Brothers:

Beginning this year, no article or scheduled Service Meeting part about the convention will appear in *Our Kingdom Ministry* in January. However, the December 15, 2010, congregation convention assignment letter that you will receive separately should be read to the congregation during the announcements period on the Service Meeting for the week of January 3, 2011. In addition, the attached sheet entitled "2011 District Convention of Jehovah's Witnesses" should be presented to the congregation as a talk during the local needs part that is scheduled for that same meeting. Regarding the portion on "Special needs," please note that before the secretary sends a *Special Needs Room Request* (CO-5a) form to the Rooming Department, the Congregation Service Committee should review the guidelines on the form and in the December 14, 2010, letter to all bodies of elders.

The list of district conventions for the United States and Canada each year will no longer appear in the March 1 *Watchtower* but will be posted in the *Forms* section under the *Documents* tab of the jw.org Web site shortly before the week of January 3, 2011. Therefore, please print this entire list prior to the meeting during that week and post it on the information board after the meeting. The secretary may also duplicate the list for the benefit of any publishers who do not have computer access and request a copy.

Thank you very much for diligently following through on these important matters. We are confident that you will be spiritually refreshed by what has been prepared. May Jehovah richly bless your efforts to attend the entire program.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

# 2011 DISTRICT CONVENTION OF JEHOVAH'S WITNESSES

(To be given as a talk on the local needs part for the Service Meeting the week of January 3, 2011.)

We eagerly anticipate the spiritual banquet in store for us at the 2011 district convention. Each of us should be present for *all three days.* We can inform teachers and employers well ahead of time that the convention is a necessary part of our worship. By making our plans now and helping others as needed, we can be sure of Jehovah's blessing on our efforts.—Ps. 37:5; Prov. 10:22.

**Program times:** Friday and Saturday: 9:20 a.m. to 4:55 p.m. Sunday: 9:20 a.m. to 3:40 p.m.

**Obtaining information:** A complete list of all United States and Canada district conventions may be found on the information board and on the jw.org Web site. If it is necessary for any of us to attend a convention other than the one to which our congregation is assigned, we may obtain a *Recommended Lodging List* by writing the rooming headquarters for that convention. Our congregation secretary can provide us the mailing or e-mail address.

**Special needs:** Do you know of someone in our congregation who could use help in getting to and from the convention? Why not offer to assist? (Prov. 19:17) When a publisher requests assistance in obtaining accommodations, the Congregation Service Committee will determine if the publisher qualifies to submit a *Special Needs Room Request* (CO-5a) form.

**Making your hotel reservation:** The *Recommended Lodging List* will be posted on the information board after the Service Meeting tonight. When we deal with hotel staff, our speech and demeanor should always reflect the fruitage of the spirit. This will "adorn the teaching" of our God, Jehovah. (Titus 2:7-10) Please adhere to the following instructions as you make your hotel reservations:

- Stay only in the hotels on the *Recommended Lodging List.* If rooms are already booked, call another hotel on the list.
- Do not call hotels that are not on the list to ask if they have a rate for our conventions.
- Accept only the rate shown on the list. Obtain a confirmation number, and make your deposit within ten days by debit/credit card, check, or money order.
- Each room should be reserved in the name of the person who will actually occupy it. Do not reserve extra rooms. Keep your first reservation.
- If you must cancel a reservation, do so as early as possible. Be sure to get a cancellation number.
- Fire regulations require that you not exceed the number of persons that the hotel allows for each room.
- If there are no rooms available after calling ALL the hotels listed, or if you have a problem with a hotel, inform your congregation secretary. He should communicate with the convention Rooming Department, using the contact information on the *Recommended Lodging List.*
- Please also note that if you use a debit or credit card when registering at a hotel, it is standard practice for them to place a hold on enough funds in your account to cover your total room cost, plus any possible damages or incidentals during your stay. You will not be able to use any of those funds until your account is settled within a few days after you depart.

Our annual district convention will afford us a fine opportunity both to take in divine instruction and to enjoy the warm association of our brothers and sisters. (Deut. 16:15) May Jehovah bless our efforts as we prepare to attend the 2011 district conventions!

(After the meeting covering this material, please post this sheet on the information board until the convention.)

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 14, 2010

TO ALL BODIES OF ELDERS

Re: District convention arrangements

Dear Brothers:

This letter replaces the letter dated December 14, 2008, to all bodies of elders regarding district convention arrangements. That letter should be removed from the congregation permanent file of policy letters and be destroyed.

The secretary in each congregation will oversee matters related to the district convention and will generate enthusiasm for it. When the annual congregation convention assignment letter is read to the congregation during the Service Meeting early in January, it should be announced that the secretary is caring for this responsibility. In the absence of the secretary, another qualified elder should handle these duties.

The secretary should follow through promptly on all the direction provided in correspondence from the convention headquarters regarding such matters as rooming and volunteer service. All elders, especially the secretary, should familiarize themselves with the rooming arrangements and other instructions outlined in the annual letter to all bodies of elders regarding Service Meeting parts in connection with the district convention. Generally, when a convention letter is received for the congregation, an announcement should be made at the next Service Meeting stating that this has been placed on the information board, mentioning the specific subject(s) it covers, such as parking, rooming, their cleaning assignment, and so forth. If a specific letter directs that it should be read to the congregation, that should be done.

PLEASE NOTE: The *Special Needs Room Request* (CO-5a) form will be available on the jw.org Web site for the secretary to download. A separate *District Convention Headquarters Addresses* (CO-5b) list will also be available on the site the first part of January each year. That list should be printed and placed on the information board. The secretary will print the *Special Needs Room Request* form and make it available only when asked for, rather than leaving a supply on a counter. In this way he can have the Congregation Service Committee determine if there is truly a special need. The special needs provision is only for exemplary publishers, including their well-behaved children, who are approved by the service committee. When a legitimate need exists, the completed form should be signed by the secretary, the circumstances should be explained fully in the space on the form, and it should be mailed to the appropriate convention headquarters on the list. Supplying this information is vital in caring for such special needs.

If the service committee determines a publisher does not qualify to receive the form, the secretary can arrange for someone to give the publisher the help he needs to secure his own accommodations through the regular rooming arrangement. He may only require assistance in making reservations, transportation arrangements, and so forth.

If the conduct of a publisher or a family member listed on the *Special Needs Room Request* form is in question, appropriate counsel should first be given to the individual by two members

of the service committee to correct the problem. If the response is positive, the secretary can sign and forward the form. If the person does not respond to the counsel, the name of the individual can be removed, and he should be informed that he should obtain his own accommodations. Any others listed on the form can decide whether they still want the form sent in or prefer to make their own arrangements.

If publishers listed on the form are from different congregations, the form should be approved by each service committee and signed by the secretary of each congregation. The last secretary to handle the form will send it to the convention headquarters.

If a publisher needs accommodations for a convention in a country not shown on the *District Convention Headquarters Addresses* list, he may fill out the *Special Needs Room Request* form, have the secretary sign it, and mail it to the branch office in that country. If a group wants to attend a convention in another country, it would be best if the secretary would write the appropriate branch office requesting the needed information and/or forms.

Any deaf ones associated with your congregation will likely attend a separate sign-language convention. In view of this, the secretary may assist them in obtaining the *Recommended Lodging List* for the nearest sign-language convention. If any deaf publishers have special needs, the secretary can render assistance as outlined in this letter and in the special needs section of the annual letter to all bodies of elders regarding Service Meeting parts in connection with the district convention. This may involve their sending in a *Special Needs Room Request* form.

As the need arises, secretaries in convention cities will receive a supply of *Accommodation* (CO-4) forms from the convention to distribute when the publishers in their congregation are being requested to open their homes for those with special needs. Publishers offering their homes will obtain these forms from the secretary. The form should be filled out by the publisher and returned to the secretary, who will complete and return it to the convention headquarters.

The diligent efforts of the secretary will greatly help to coordinate convention matters and will assist in making the program a spiritually upbuilding occasion. Your cooperation with these arrangements is appreciated very much. May Jehovah's rich blessings be with you as you prepare for the upcoming district convention.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* (S-22) at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 15, 2010

TO ALL BODIES OF ELDERS

Re: New documents to assist with literature and magazine distribution

Dear Brothers:

We are pleased to inform you that the booklets *Literature Request Guide* (S-15a) and *Magazine Request Guide* (S-15b) have been combined into one new document entitled *Literature and Magazine Request Guidelines* (S-56). Adjustments made to the literature-coordinating arrangement are clearly explained. Instructions are also provided on how to use the jw.org Web site to submit literature and magazine requests to the branch office and share surplus literature with other congregations. The chapter "Suggested Literature Request Quantities" will help congregations avoid the overstocking of literature and magazines.

It is vital that the Congregation Service Committee and all those working with literature and magazine distribution in the congregation become thoroughly familiar with *Literature and Magazine Request Guidelines* as soon as possible. In this connection, it is now available for download from the *Forms* section under the *Documents* tab of the jw.org Web site. No hard copies will automatically be sent to congregations. However, if necessary, copies may be requested from the branch office by using the site.

Additionally, a new form entitled *Record of Special Request Items* (S-57) has been designed to help literature servants keep track of literature requests from congregation publishers. This form will only be available by download from the site. Congregations will not be able to request this form from the branch office.

Thank you for your attention to these details. Questions regarding these items may be e-mailed to shippingcorrespondence@jw.org. We send our warm Christian love and greetings.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 16, 2010

TO ALL BODIES OF ELDERS

Re: Corrections in Spanish edition of *Shepherding* textbook

Dear Brothers:

Please note the following corrections that should be made in the Spanish edition of the *Shepherding* textbook. If there are no elders in the congregation who have a Spanish textbook, there is no need to route this letter to the body of elders. It can simply be filed as directed in the postscript below.

- In chapter 5, paragraph 13, change **"*w83* 15/3 pág. 31"** to **"*w83* 15/7 pág. 31."**
- In chapter 6, paragraph 1, change **"*km* 9/77 págs. 5, 6"** to **"*km* 10/77 págs. 5, 6."**
- In chapter 6, paragraph 2, change **"*km* 9/77 pág. 6"** to **"*km* 10/77 pág. 6."**
- In chapter 12, paragraph 13, change **"*w78* págs. 31, 32"** to **"*w78* 15/3 págs. 31, 32."**

Once again, the corrections above only apply to the Spanish edition of the *Shepherding* textbook. Please be assured of our warm Christian love and best wishes.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* (S-22) at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 17, 2010

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: Child custody packet

Dear Brothers:

A packet of legal material is available to assist publishers who are involved in lawsuits over child custody and visitation matters in which our religion is under attack. The packet should be requested by the *body of elders only* in a case in which it is evident that the publisher's religious beliefs will be at issue. For those facing secular issues on child custody or visitation, helpful information can be found in the October 2009 *Awake!,* pages 21 and 27; the December 8, 1997, *Awake!,* pages 3-12; the chart found in the April 22, 1991, *Awake!,* page 9; and the October 22, 1988, *Awake!,* pages 2-14.

We send our warm Christian love.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

PS to coordinator of the body of elders:

Please arrange for this letter to be read to the congregation at the first Service Meeting after its receipt. Thereafter, it should be posted on the information board.

WATCHTOWER
Bible and Tract Society of New York, Inc.
25 Columbia Heights, Brooklyn, NY 11201-2483, U.S.A.
Phone: (718) 560-5000 Fax: (718) 560-7119

December 18, 2010

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: 2011 assistance arrangements

Dear Brothers:

We want to take this opportunity to thank you for your financial support of the work in the past year. Many of you regularly contribute toward the local congregation and the worldwide work. We all strive to follow the apostle Paul's admonition that an "equalizing" should take place with regard to financial support. (2 Cor. 8:14) Thus, we are again informing you of the anticipated costs of some of the arrangements for the coming year so that each one can determine what he might be able to do.

The Kingdom Hall Assistance Arrangement (KHAA) cares for property damage to Kingdom Halls, such as losses resulting from natural disasters, fire, moisture damage, and vandalism, and for expenses related to accidents at Kingdom Halls. The Traveling Overseer Assistance Arrangement (TOAA) helps care for some of the health-care and transportation expenses of the more than 1,200 hard-working traveling overseers and their wives in the United States. During the next year, we anticipate that most of these costs would be covered if each publisher were able to contribute about $6.00 and $8.00 for each program respectively.

This does not mean that each publisher is expected to contribute these exact amounts. Rather, the congregation as a whole can pass a resolution for the amount suggested by the body of elders, and individuals may donate as they are able. This is in harmony with the Biblical pattern of giving. (Acts 11:29) It also may be that some congregations could contribute more and thus assist other congregations that may not be able to contribute as much. In any case, we recommend that congregations spread out their donations over the year. If the congregation prefers to send the entire amounts at one time, that is acceptable too.

Your support of these arrangements is greatly appreciated. May Jehovah continue to bless your generous spirit.—Heb. 13:16.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

cc: Traveling overseers

PS to body of elders:

**This postscript should not be read to the congregation, and this letter should not be posted on the information board.** It is recommended that you give your accounts servant a copy of this letter.

This year, please follow these steps:

(1) The secretary should check the *Congregation's Publisher Record* (S-21) cards and count the number of active publishers in the file. (Active publishers are all those who have reported some field service time within the past six months.)

(2) At the next Service Meeting, the coordinator of the body of elders should arrange for this letter to be read to the congregation. He should also arrange for a resolution to be considered by the congregation authorizing the following two amounts to be sent from congregation funds *each month for the next twelve months:* "(A)" as a contribution for the KHAA and "(B)" as a contribution for the TOAA.

(A) = **$6.00** x (number of publishers) ÷ 12 months

(B) = **$8.00** x (number of publishers) ÷ 12 months

If the body of elders feels that this would present a hardship on the congregation, please remit what you feel the brothers can do. If the congregation is in a position to contribute more, then each of the monthly amounts may be adjusted upward. If preferred, you may also send the entire amount for either arrangement all at one time.

(3) After the resolution has been considered and approved by the congregation, it should be given to the accounts servant to add to the accounts records file. Forward these amounts with your electronic remittance to the branch office each month. Please note that on the *Donations and Payments* page of the jw.org Web site there are separate fields designated "Kingdom Hall Assistance Arrangement" and "Traveling Overseer Assistance Arrangement."

This suggested contribution for the TOAA also covers fuel purchases, preventative maintenance, and routine repairs. So, there is no longer a need to contribute separately for these expenses. Traveling overseers should no longer submit receipts to congregations or circuits for purchases made with the fuel card provided by the branch office. On rare occasions when the fuel card is not accepted, the congregation may reimburse the traveling overseer directly for his out-of-pocket vehicle expenses. This updates the direction in the July 21, 2008, letter to all bodies of elders in the United States. That letter should be removed from the congregation permanent file of policy letters and be destroyed. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* (S-22) at this time as well. Revised *Instructions for Congregation Accounting* (S-27) and *Instructions for Circuit Accounting* (S-331) will soon be made available.

The cars used by the traveling overseers are directly owned by the branch office. When these cars are replaced, the funds from the sale are used for the worldwide work. Any who express interest in purchasing a used traveling overseer vehicle may contact the branch office by telephone at (718) 560-8412 or by e-mail at fleet@jw.org.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 19, 2010

TO ALL BODIES OF ELDERS

Re: Sign-language documents on the jw.org Web site

Dear Brothers:

We are pleased to announce an addition to the *Documents* tab on the jw.org Web site that will be of particular benefit to deaf users of the site. In addition to the *Forms, Letters,* and *Supplier Arrangements* links, a new link to an area containing video-based talk outlines and other information for the benefit of sign-language congregations and groups will be added. Beginning January 1, 2011, this new area will be able to be accessed by clicking on the picture under the "Sign Language" heading in the left column of the *Documents* tab.

The *View Sign Language Documents—General* role may be given to any elder who requests it as well as to ministerial servants assigned by the Congregation Service Committee to download outlines from the site. The *View Sign Language Documents—Restricted* role should only be given to two or three elders, preferably including the coordinator of the body of elders and another member of the service committee. An elder, preferably the coordinator of the body of elders, should monitor the site weekly for any updates.

We send an expression of our warm Christian love and greetings.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 28, 2010

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Matching jw.org users to branch-office records

Dear Brothers:

The branch office is working to improve features on the jw.org Web site by matching jw.org users to branch-office records. Many users have already been matched to their records automatically because the information they entered in their user profile is the same as what the branch office has on file. Beginning January 3, 2011, a new link on the *Administration* tab under the "Manage Users" heading, called *Match Users to Persons,* will be provided so that additional users can be manually matched to their branch-office records.

In the month of January, please assign one of the brothers who has the *Enter Member Information* role to click on the *Match Users to Persons* link and follow the instructions in the "Select Possible Matching Records" box. The assigned brother should carefully read the online *Help* text for the *Match Users to Persons* feature.

Periodically, the system will prompt you to review the list of users not yet matched to a branch-office record. For example, this may happen when a new user is added to the domain.

We are confident that this effort will improve the accuracy of information on file at the branch office and work toward providing greater service through the site. Please accept our warm Christian love and greetings.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation file along with other material related to the jw.org Web site.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 29, 2010

TO ALL BODIES OF ELDERS

Re: Accounts on the jw.org Web site for all appointed elders

Dear Brothers:

The branch office would like each elder who has access to a computer and the Internet but does not currently have an account on the jw.org Web site to create one by following the instructions on the *Log In* page of the site. If an elder needs assistance in creating an account, have an experienced local user provide the help he needs. One of the local domain administrators should add each of the elders with new accounts to the congregation domain and assign him at least one of the following roles: *View Forms—General, Download Our Kingdom Ministry, Search for Congregation Meetings,* or *Search for Contacts.* Of course, all these roles can be assigned to an elder if he requests them or if the Congregation Service Committee determines he needs them. Any additional roles beyond those listed above would need to be approved by the service committee, based on what the elder needs for his assignments in the congregation. The online *Help* text provides instructions on how to do this. (See the August 3, 2010, letter to all bodies of elders regarding the assigning of roles.) If an elder who has access to a computer and the Internet moves into the congregation with a favorable letter of recommendation, he should be added to the new congregation's domain without waiting for his official reappointment to be received from the branch office.

Thank you for following through on this direction and keeping it in mind as new elders are appointed. Please accept our warm Christian love and greetings.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* (S-22) at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

December 30, 2010

TO ALL BODIES OF ELDERS

Re: Revised accounting instructions

Dear Brothers:

Along with this letter we are making available revised *Instructions for Congregation Accounting* (S-27). Thus, any previous versions of *Instructions for Congregation Accounting* should be destroyed. Besides various textual adjustments, instructions on the naming of contribution boxes and auditing congregation accounts have been included. The procedure for reimbursing the expenses of traveling overseers is described. Further, the revised document describes use of the jw.org Web site to transfer funds, including details on participating in the funds-on-deposit arrangement with the branch office.

The funds-on-deposit arrangement is not a banking arrangement. Rather, it is an arrangement wherein congregations are encouraged to send excess, or presently unneeded, congregation funds to the branch office instead of setting up a savings account, money market bank account, or certificate of deposit. It is recommended that congregations only retain sufficient funds to cover two to three months of average expenses or enough to meet the bank's minimum for free checking, whichever is greater. The rest can be considered excess.

Participating in the funds-on-deposit arrangement makes funds available for use in promoting Kingdom interests while the congregation is not using them. Since the arrangement was described to all congregations in March 2008, it has been noted that relatively few congregations are participating in this arrangement. Thus, please take a moment to consider if your congregation would qualify based on the information presented above and in the revised *Instructions for Congregation Accounting.*

Additionally, we are making available three new forms for Kingdom Hall Operating Committee accounting. *Instructions for Kingdom Hall Operating Committee Accounting* (S-42), *Monthly Kingdom Hall Operating Committee Accounts Report* (S-44), and *Kingdom Hall Operating Committee Accounts Audit Report* (S-45) will be of assistance where two or more congregations share the use of the Kingdom Hall.

We send our warm Christian love.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

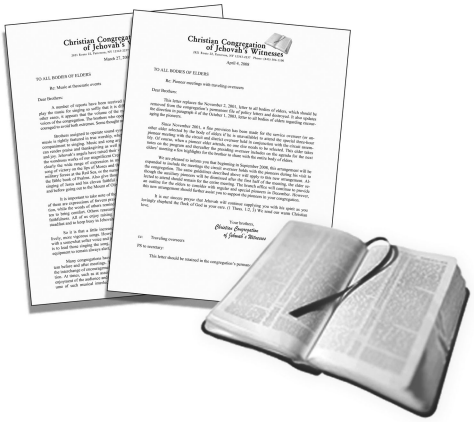
cc: Traveling overseers

PS to secretary:

Please arrange for a copy of this letter and the revised *Instructions for Congregation Accounting* to be provided to the accounts servant. Any brothers on the Kingdom Hall Operating Committee should be provided with the new forms mentioned above.

In the December 18, 2010, letter to all bodies of elders in the United States regarding the 2011 assistance arrangements, it was directed that the July 21, 2008, letter regarding reimbursing traveling overseers' expenses be removed from the congregation permanent file of policy letters and be destroyed. In view of the revised accounting instructions, the September 4, 2007, March 1, 2008, and July 3, 2008, letters to all bodies of elders should now be removed from the congregation permanent file of policy letters and be destroyed. Additionally, please make a notation in the April 5, 2000, letter to all bodies of elders in the United States that paragraphs 21 and 22 have been updated by *Instructions for Congregation Accounting.* You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* (S-22) at this time as well.

# INDEX TO LETTERS



## For Bodies of Elders

## January 2011

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*Index to Letters—For Bodies of Elders*
English (S-22-E Us)
Made in the United States of America

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8/1/91 Re: School emergency information cards and blood transfusions

1/15/92 Re: *Purple Triangles* video
3/23/92 Re: Helping victims of child abuse

2/3/93 Re: Recalled memories of child abuse
10/12/93 Re: Kingdom Hall construction and financing

8/1/95 Re: Protecting victims of child abuse
11/2/95 Re: Maintenance and construction of Kingdom Halls

11/20/96 Re: Vehicle accidents while in the ministry
12/7/96 Re: Issuance of Forms 1099-MISC and 1099-INT

3/14/97 Re: Protecting victims of child abuse and information to be provided to branch office
4/15/97 Re: Kingdom Hall Operating Committees

7/20/98 Re: Child abuse and Scriptural freedom to remarry
12/1/98 Re: Extending consideration when pioneer hour requirement not met

4/15/99 Re: Reaching the heart when giving public talks
6/2/99 Re: Housing accommodations for former special full-time servants

3/15/00 Re: Use of congregation property
3/24/00 Re: Use of expressions related to nonneutral activity
4/5/00 Re: Traveling overseers' accommodations and expenses
5/30/00 Re: Accounting system for Kingdom Hall construction projects

4/25/01 Re: Answering academic surveys of religious communities
10/2/01 Re: Pioneers not meeting hour requirement

5/24/02 Re: Accusations of child abuse

4/2/03 Re: *eScrip*
11/1/03 Re: Witnessing in public places

4/1/04 Re: Listing sex offenders as "Do Not Calls"
9/27/04 Re: Courtesy telephone notifications
11/3/04 Re: Kingdom Hall dedications
12/1/04 Re: Key facts about the Kingdom Hall Assistance Arrangement

5/2/05 Re: Rental vehicles
11/1/05 Re: Disruptive individuals at congregation meetings
12/31/05 Re: Kingdom Hall inspections by Regional Building Committees

1/3/06 Re: Hospital Liaison Committees
6/5/06 Re: Child-maltreatment offenders in prison
6/7/06 Re: Pornography
7/6/06 Re: Disaster preparedness
11/7/06 Re: Charitable donation programs

1/6/07 Re: Contribution acknowledgment letters
3/1/07 Re: "No Trespassing" signs
4/1/07 Re: Undocumented aliens
8/4/07 Re: Use of electronic projections during congregation meetings
9/1/07 Re: Guidelines for sign-language interpretation
9/5/07 Re: Pioneers working on Kingdom Hall and Assembly Hall construction projects
11/5/07 Re: Securing facilities for the Memorial
12/2/07 Re: Use of equipment and tools at Kingdom Hall and Assembly Hall construction sites
12/8/07 Re: Local needs parts

1/3/08 Re: Symposiums and slide presentations at Public Meeting
1/8/08 Re: Regional Building Committee expenses for Kingdom Hall inspections
2/7/08 Re: Contacting the branch office after regular office hours
3/8/08 Re: Baptizing individuals who have communicable diseases
3/27/08 Re: Music at theocratic events
4/4/08 Re: Pioneer meetings with traveling overseers
5/3/08 Re: Review of assembly programs (note)
6/5/08 Re: Transmitting meetings to isolated individuals
8/2/08 Re: Adjustments to congregation meeting schedule
9/4/08 Re: Funds on deposit and Kingdom Hall loans
9/8/08 Re: Questions concerning immigration or naturalization
10/3/08 Re: Communication with immigration agencies
11/7/08 Re: Field service reports
12/12/08 Re: Confidentiality and wireless communication

1/2/09 Re: Christian parents permitting unbelieving relatives to live in fornication in their home
3/2/09 Re: Service Meeting announcements
3/3/09 Re: Appointment and deletion of regular pioneers
4/2/09 Re: Coordinating Kingdom Hall construction and renovation projects
4/6/09 Re: Limiting Kingdom Hall construction and renovation projects
5/1/09 Re: Supplier arrangements on the jw.org Web site
12/4/09 Re: Foreign-language field
12/5/09 Re: Publishers learning another language to advance the good news
12/7/09 Re: Annual review of Kingdom Hall financial support
12/11/09 Re: Calculating the cost of Kingdom Hall construction and renovation projects
12/20/09 Re: Use of answering machines at Kingdom Halls

1/19/10 Re: Use of ministerial servants where the number of elders is limited
3/25/10 Re: Internet connections in Kingdom Halls
4/2/10 Re: Audio recordings of theocratic events
5/23/10 Re: Assisting inactive ones

5/24/10 Re: Incidents of “sexting” involving minors
8/3/10 Re: Use of the jw.org Web site
8/9/10 Re: Prison witnessing
10/7/10 Re: Spiral binding of *Shepherding* textbook
10/12/10 Re: Wedding procedures and Scriptural freedom to remarry
11/17/10 Re: Letters of introduction
12/6/10 Re: Correspondence from branch office and congregation file
12/14/10 Re: District convention arrangements
12/16/10 Re: Corrections in Spanish edition of *Shepherding* textbook
12/29/10 Re: Accounts on the jw.org Web site

Christian Congregation
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2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

January 2, 2011

TO THE CONGREGATION SERVICE COMMITTEES OF ALL ENGLISH CONGREGATIONS IN THE UNITED STATES

Re: Territory seldom worked

Dear Brothers:

Last year, many zealous publishers preached in territory seldom worked in the continental United States. They performed an excellent service and are to be commended for their efforts. As you process this year's applications, we encourage you to continue recommending spiritually qualified individuals and to assist these brothers and sisters in any way possible in order to make their assignment a success. When a group desiring to preach in territory seldom worked approaches you, please meet as a committee to select a qualified brother to serve as the team captain. If the group consists solely of single sisters, you should select a qualified sister to serve as the team captain.

At the next Service Meeting, please arrange for an announcement to be made to the congregation that the letter dated January 3, 2011, to all English congregations in the United States regarding territory seldom worked will be posted on the information board for one month. Thereafter, place it in the congregation file along with this letter.

The following items should also be retained in the congregation file: *Application for Territory Seldom Worked, Counties With Unassigned Territory,* and *Frequently Asked Questions About Territory Seldom Worked.* Provide the team captain with one copy of each of these items. For those who wish to join a team captain's group in a different congregation, provide them with one copy of the application only.

**Approving Applications**

- Groups should be made up of at least 2 publishers and limited to about 20, including minor children of publishers. Assignments will not be given to a publisher to work alone. Two or more groups should not request the same assignment at the same time in order to work closely together.
- Do not submit an application for a group consisting solely of single brothers and single sisters. In this regard, a publisher traveling without his mate is considered single.
- Do not submit applications for persons not in good standing or who are currently experiencing difficulties in their lives. Especially where these difficulties involve problems in the family, you will want to exercise discretion when approving a publisher who will not be accompanied by his mate.
- Review with the applicants the need to consider carefully their financial situation in order to be sure that they will be able to care adequately for their own food, lodging, and transportation when they receive an assignment. This should be emphasized even if the publishers have received offers of assistance from either individuals or congregations.

- If for any reason an applicant does not qualify for the work, you should kindly inform the publisher of the reasons why he is not being approved. Do not leave it to the Service Department's Territory Desk to inform the publisher that he does not qualify.

**After a Group Receives an Assignment**

- Meet with the team captain to determine what further assistance can be given. If the team captain's group is given an assignment to assist a congregation, help him to communicate immediately with that congregation's coordinator of the body of elders.
- The team captain should see to it that his group will have sufficient literature and magazines for the assignment. If extra literature and magazines are needed, the team captain should provide the service overseer with a valid address where the items should be sent, and the request should be sent via **e-mail** to shippingcorrespondence@jw.org. The e-mail should include what he is requesting for his group and where the literature or magazines are to be sent. (If the team captain will be transporting the literature and magazines to the assignment, it may simplify matters if the address provided is the same address where literature or magazines are regularly received by the team captain's congregation. If so, such items will be sent in a separate carton from regular congregation requests.) The words "TERRITORY SELDOM WORKED" should be entered in the subject line of the e-mail. To request a rush shipment, the words "RUSH—TERRITORY SELDOM WORKED" should be entered in the subject line of the e-mail or the branch office may be called at (845) 744-6000. The e-mail should include how soon the rush shipment will be needed.
- A qualified brother would take the lead in conducting meetings for field service.
- **After the group returns from their assignment, it would be appreciated if you would remind the team captain to submit his report to the Territory Desk by the due date. At times we have waited several months before receiving these reports.**

As a reminder, unassigned territory is cared for by the branch office and should not be worked without our permission. However, if your congregation borders unassigned territory, some of your publishers may wish to accompany the team captain's group. They should make inquiry of the team captain assigned to the territory so that he can inform them whether additional assistance would be appropriate. Otherwise, the team captain is expected to fulfill his assignment as best he can with the publishers in his group.

If your congregation has many territories that have not been worked for over a year and you would like to accept the assistance of a group to help you work the territory, please make this known to your circuit overseer the next time he serves your congregation.

The publishers in your congregation will appreciate your warm interest in their endeavors to expand their ministry to declare the good news. We thank you for your cooperation and due consideration of these matters.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
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2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

January 3, 2011

TO ALL ENGLISH CONGREGATIONS IN THE UNITED STATES

Re: Territory seldom worked

Dear Brothers:

In Pennsylvania, after having been shown several scriptures, Christine said: "Could we please sit down? I have a lot of questions. I think I need a new religion that teaches from the Bible." In West Virginia, Charles said that he was a cancer survivor and that he had been waiting for Jehovah's Witnesses to come back for two years. Charles' wife had been so impressed when the Witnesses talked to her two years ago that she went to the hospital where Charles was undergoing treatment and told him about the visit. They had been waiting for someone to return. Charles took the *Bible Teach* book and was very insistent that someone come back. In Alabama, when a return visit was made, a woman related her astonishment at what she learned from the *Bible Teach* book. While she considered herself a religious person who went to church and regularly read the Bible, the things she learned in the *Bible Teach* book were things that she never knew were even in the Bible. She eagerly made another appointment to continue her Bible study. In Colorado, a woman told our sisters that she was expecting them. Her pastor had told his group the preceding night that the people coming to their doors are Jehovah's Witnesses and that because they are in town to share the gospel, they should be viewed as messengers of light. From that day on everywhere the Witnesses went, the townspeople waved or honked their horns when they saw them, including the sheriff. Many *Bible Teach* books were placed in that town.

Would you like to experience the joy that comes from sharing comfort from the Scriptures with those who do not receive a witness on a regular basis? If so, we would like to invite you to apply for and accept a preaching assignment in territory seldom worked. Along these lines, the following questions and answers will be of interest to you.

**Q:** What is territory seldom worked?
**A:** Territory seldom worked includes more than 280 counties or parts of counties that are not assigned to any English congregation. Almost two million people live in unassigned territory, and many of those areas were not completely worked last year. Territory seldom worked also includes the territory held by the more than 1,000 English congregations that are not able to work all their territory regularly.

**Q:** Who can apply for an assignment?
**A:** Any group composed of publishers in good standing can apply. The group must consist of at least 2 persons and no more than 20, including minor children.

**Q:** How does a group apply for an assignment?
**A:** The Congregation Service Committee will select from the group a qualified brother to serve as team captain. If the group consists solely of sisters, a qualified sister will be selected. The team captain will then be given the *Application for Territory Seldom Worked, Counties With Unassigned Territory,* and *Frequently Asked Questions About Territory Seldom Worked.*

**Q:** What are the responsibilities of the team captain?

**A:** The team captain is responsible for coordinating group travel, for obtaining literature supplies for the group's use, for caring for related paperwork, and for communicating with any parties involved, including the branch office.

**Q:** Can publishers from other congregations join the team captain's group?

**A:** Yes. These publishers should ask their elders for the *Application for Territory Seldom Worked*.

**Q:** Where will the group be assigned?

**A:** A list of counties with unassigned territory has been made available. The group makes a selection from this list. Consideration will be given to the group's preferred selection if at all possible. If the group wishes to assist a congregation, this should be indicated by selecting the states to which they would be willing to travel, and the group will be assigned to a congregation within the distance that was designated on the application. However, a list of congregations needing assistance will not be provided.

**Q:** How are the dates for an assignment determined?

**A:** The territory-seldom-worked campaign begins on February 1, 2011, and ends on October 31, 2011. The dates for which the group is available for an assignment should be agreed upon by all in the group. An assignment as short as one day or as long as two consecutive months may be requested.

In New York, as the Witnesses approached a house, two dogs began running toward them. One of the Witnesses said a silent prayer, and the dogs stopped right in front of them. So the Witnesses proceeded to the door and rang the bell. When a man opened the door, he expressed surprise that the dogs had not barked at the strangers and had even escorted them to the door. He said: "Since you made it past the dogs, I'll listen even though I'm getting ready to leave." He had just retired from the military and was looking for a place to worship, but he had never heard of Jehovah's Witnesses. He accepted a Bible study. In Utah, a woman asked her visitors to come into her home but said that her son needed more help than she did because he had recently attempted suicide. She believed that the Witnesses could help her son better than she or her church could. When shown the *Bible Teach* book, the son picked the chapter "Where Are the Dead?" The study began right then and continued a few days later. In West Virginia, a house was found in an unexpectedly distant location. The householder related that she had been depressed with personal problems and that while reading the Bible that very morning, she had prayed out loud saying: "God, please help me." The woman could not believe that the sisters had showed up at her door; she said it was an answer to her prayer. After talking at length and discussing many comforting scriptures, the woman agreed to future visits and a Bible study.

We want to thank all of you who have preached in territory seldom worked. If you would like to accept this invitation for an assignment this year, take the matter to Jehovah in prayer. Remember, Jehovah will not "forget your work and the love you showed for his name."—Heb. 6:10.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

January 8, 2011

TO ALL BODIES OF ELDERS

Re: Supporting those with medical needs

Dear Brothers:

As announced in the letter dated February 17, 2010, to all bodies of elders, a *regularly* updated listing of Hospital Liaison Committee (HLC) members can be accessed on the jw.org Web site. Now would be a good time for the congregation secretary to see that each elder has several copies of the listing and a copy of this letter and the attached guidelines for convenient use in case of an emergency. Please remember that the HLC member list should not be copied for publishers or posted on the information board.

In most cases, elders should contact the HLC directly and *only* on behalf of baptized and unbaptized publishers who request help to find a cooperative doctor (either for themselves or for their children) or whose medical condition has led to the threat of a blood transfusion. At times, the elders may determine that it would be best for the patient or a family member to contact the HLC directly, especially in emergency situations.—See letter dated January 3, 2006, to all congregations, in the permanent file of policy letters.

Continue offering to help individuals, especially the elderly, to execute a valid DPA card and to communicate with the necessary medical personnel before scheduled treatments. The secretary should be sure to provide newly baptized publishers with the following materials:

1. DPA card (*dpa* 1/10) (Note: The latest DPA card for Oregon is dated 1/04.)
2. *Instructions for Filling Out the DPA Card* (*dpai*)* *and* the cited references if possible
3. "How Do I View Blood Fractions and Medical Procedures Involving My Own Blood?" (*kmi11/06*)—November 2006 *Our Kingdom Ministry* insert*
4. "Are You Ready to Face a Faith-Challenging Medical Situation?" (*kmi11/90*) —November 1990 *Our Kingdom Ministry* insert

* Available on the jw.org Web site

Thank you for helping those in your congregation to plan ahead for unexpected and challenging medical situations. (Eccl. 9:11) Please accept our warm Christian love and greetings.

Your brothers,
Christian Congregation
of Jehovah's Witnesses

Attachment

cc: Traveling overseers

## *ASSIST* THE LOCAL HLC—*SUPPORT* THOSE WITH MEDICAL NEEDS

**1) Call the HLC *only* in behalf of baptized and unbaptized <u>publishers</u> who request HLC involvement for themselves or for their children**

**2) When calling the HLC, have the following applicable information available:**

- Your congregation and telephone number or the number of another available elder
- Name, age, congregation, and telephone number of patient
- Spiritual standing of patient and family. Are unbelieving family members involved?
- Name of hospital, name of doctor, and room/telephone number
- Is a completed DPA card available? If not, help patient to execute one immediately
- Specific situations (cooperative doctor needed, confrontation, threat to force blood, etc.)

**3) Give special attention and offer assistance to the following ones:**

- **Pregnant sisters:** Requesting advance assistance saves time, often safeguarding the health and life of the mother and her child. Take time to inquire whether she and her husband have located a cooperative doctor and medical facility that have experience in treating our sisters. Since complications can arise throughout pregnancy, volunteer to assist the couple with contacting the HLC, review the points contained in the information sheet *How Parents Can Protect Their Children From Misuse of Blood* (S-55), and refer to the article "Healthy Mothers, Healthy Babies," in *Awake!* of November 2009, pages 26-29. A reprint of that article and the S-55 information sheet are available in the *Forms* section of the jw.org Web site.
- **Children:** Some physicians or hospitals, based on their medical or legal understanding, will not give 100-percent assurance that they will not use blood when treating young children, infants, and premature babies. However, when parents consult with the HLC, they are helped to find a physician or surgeon who will go further in agreeing not to give blood. Review with parents the points contained in the S-55 information sheet (see previous point) and share the December 2005 *Our Kingdom Ministry* article "Could Your Child Make a Mature Decision?"
- **Older ones:** Older brothers and sisters may not have Witness family members and could be subjected to intimidation in a hospital. Ensure that they have a DPA card and that their designated health-care agent will uphold their wishes and respect their decisions. Always maintain a copy of their DPA card in the congregation file.

**4) Plan to provide practical and spiritual support to hospitalized publishers**

Regarding the provision of the HLC and the Patient Visitation Group (PVG), please remember that this arrangement does not relieve local elders of their responsibility to visit the sick at home and in the hospital. Remind publishers that it is beneficial to state during hospital admission that they would welcome a visit from a minister of Jehovah's Witnesses. This will ensure that *both* congregation elders and members of the PVG have access to provide assistance.—Note the announcement in *Our Kingdom Ministry* of September 2008.

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January 12, 2011

TO ALL BODIES OF ELDERS

Re: Service Meeting part "How Parents Can Protect Their Children From Misuse of Blood"

Dear Brothers:

We are writing to provide you with directions for the 15-minute local needs part scheduled in the March 2011 issue of *Our Kingdom Ministry* for the week of April 4, 2011. Please use the attached outline "How Parents Can Protect Their Children From Misuse of Blood" as the basis for a 15-minute talk to be given by a capable elder who can present the material in a clear, simple, and loving manner for the benefit of prospective parents and those who currently have children. The outline is based on the information sheet *How Parents Can Protect Their Children From Misuse of Blood* (S-55) that all elders received at the recent Kingdom Ministry school and that is available in the *Forms* section of the jw.org Web site to those with the *View Forms —Restricted* role.

As a reminder, the S-55 information sheet should be retained in the congregation file along with other medical-related items. Be sure to review this important information with parents as the need arises in the future.

We take this opportunity to send you an expression of our warm Christian love and best wishes.

Your brothers,
Christian Congregation
of Jehovah's Witnesses

cc: Traveling overseers

**HOW PARENTS CAN PROTECT THEIR CHILDREN FROM MISUSE OF BLOOD**

*Note to the speaker:*
Highlight the Scriptural responsibility of parents and their adolescent children. Remind parents and families to contact the elders and the Hospital Liaison Committee should they need assistance when facing a medical problem involving the blood issue. Please stick closely to the outlined material and the timing of each section. This outline is based on the information sheet *How Parents Can Protect Their Children From Misuse of Blood* (S-55)

**CHILDREN ARE A PRECIOUS GIFT FROM JEHOVAH** (2 min.)

God-fearing parents view their children as a precious gift from Jehovah. They keenly feel their God-given responsibility to train and protect this treasured inheritance [Read Psalm 127:3]

Having this Biblical view, parents promptly seek appropriate medical care when their children are sick. What reasonable steps can parents take to protect their children from misuse of blood? (Ec 9:11)

**STEPS TO PROTECT CHILDREN—SPIRITUALLY AND MEDICALLY** (6 min.)

1. Parents must be firmly resolved to 'abstain from blood' by refusing it for their children (Ac 15:28, 29) [Read Deuteronomy 12:23, 25]
   Parents should help their children to develop their own firm convictions to abstain from blood
2. Parents should conduct practice sessions, perhaps during the Family Worship evening, to help their children defend their position if faced with the prospect of a transfusion [Read 1 Peter 3:15] (*w08* 10/1 30-31; *km* 12/05 6; *w91* 6/15 15-18)
3. Parents should take steps to find a cooperative doctor
   The elders can assist in contacting the local Hospital Liaison Committee (HLC)
4. Parents should inform physicians and medical facilities early on about their position on blood transfusions and of their willingness to accept nonblood alternatives
   Some physicians or hospitals, based on their medical or legal understanding, will not give 100-percent assurance that they will not use blood when treating young children, infants, and premature babies
   Nevertheless, when a cooperative doctor has performed similar procedures without blood in the past, he may assure parents that he will do everything he can to avoid using blood. Under this circumstance, parents may conclude that this is their best option
      If they grant permission for treatment, ***parents should make it clear in writing that they are not authorizing a blood transfusion for their child***
      Parents bear the responsibility for such decisions, and this would not be viewed by the congregation as a compromise (Ga 6:5)
         Parents have the right to cross out any objectionable language in hospital forms (*g91* 3/8 5-6)
5. Prospective mothers should endeavor to seek good prenatal care during pregnancy [Refer to the article "Healthy Mothers, Healthy Babies" in the November 2009 *Awake!,* pages 26-29]

**STEPS TO PROTECT CHILDREN—LEGALLY** (5 min.)

1. Remember that the law does not give parents unlimited medical decision-making authority to accept or refuse treatment for their children
   If doctors and hospital personnel do not have parental consent to use blood, they may seek consent from a judge in the form of a court order

2. If parents have reason to believe that a court order may be forthcoming, they should advise all social workers and hospital personnel that they want notice of any court proceeding so that they can have an opportunity to be heard

How can a parent deal with the court proceeding?

3. If there is time, it often is advisable to seek the help of an attorney. If the parent secures an attorney, the organization's Legal Department can share information with him to help him make the best defense possible under the circumstances

A judge's paramount concern is the physical welfare of the child. The judge needs to see that the parents are not neglectful or abusive but are loving parents who want their child to receive the best medical care

Parents can inform the court that they are refusing blood on deeply held religious grounds but are not refusing medical care and have no intention of "martyring" their child

4. Parents can inform the judge that they would like an opportunity to find a doctor who will treat the child with acceptable methods of nonblood management

The HLC may already have helped them find such a doctor who will testify in court, perhaps by telephone. The HLC may also share with the judge medical articles that show that the child's medical problem can be effectively managed without blood

5. If a mature adolescent is involved, parents can request that the hospital evaluate his decision-making capacity. Request that the court hear from the child prior to making its decision

In dealing with those seeking to force a transfusion, parents should never waver in their convictions

Some judges or doctors may ask if the parents would "transfer" the responsibility of making a decision to them so the parents could more easily live with their conscience. Parents should make clear that they personally feel an obligation to do all they can to avoid a transfusion

If a court order is issued despite one's best efforts, continue to ask the physician not to transfuse and to urge that nonblood alternative treatments be utilized

**TRUST IN JEHOVAH** (2 min.)

Parents show insight and trust in Jehovah by making necessary preparations in advance to protect their child from a blood transfusion [Read Proverbs 16:20]

Parents and families should contact the elders and the HLC if they need assistance when facing a medical problem and the blood issue is involved

May parents and children "be firmly resolved not to eat the blood . . . that it may go well with you" because of having Jehovah's blessing and approval (De 12:23-25)

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January 14, 2011

TO ALL BODIES OF ELDERS

Re: *Index to Letters—For Bodies of Elders*

Dear Brothers:

Along with this letter, we are providing a revised *Index to Letters—For Bodies of Elders* (S-22). One copy of *Index to Letters* may be provided to any elder who requests it. The *Index to Letters* dated January 2010 should be removed from the congregation file and be destroyed. See the letter dated December 6, 2010, for additional instructions regarding *Index to Letters* and the congregation permanent file of policy letters.

During the last year, direction has been given for the following letters to be removed from the congregation permanent file of policy letters:

- 5/15/88 Re: Guidelines on wedding procedures
- 9/16/91 Re: Handling Kingdom Ministry School textbooks
- 6/20/94 Re: Handling Kingdom Ministry School textbooks
- 1/20/98 Re: Pioneers Assist Others program
- 10/1/99 Re: Pioneers Assist Others program
- 12/28/00 Re: Penal institutions
- 2/15/02 Re: Highlights of 2002 Kingdom Ministry School
- 11/5/04 Re: Pioneers Assist Others program
- 8/3/05 Re: Softcover *New World Translation*
- 7/1/06 Re: Letters of introduction
- 9/4/07 Re: Handling accounts for Kingdom Hall Operating Committees
- 3/1/08 Re: Transferring funds on the jw.org Web site
- 7/3/08 Re: Contribution boxes
- 7/21/08 Re: Reimbursing traveling overseers' vehicle expenses
- 12/4/08 Re: Handling correspondence from the branch office
- 12/5/08 Re: *Index to Letters* and congregation file
- 12/14/08 Re: District convention arrangements
- 11/3/09 Re: Assisting inactive ones
- 6/3/10 Re: Prison witnessing

Additionally, an effort has been made to make reference only to policy matters not contained in the *Shepherding* textbook. Thus, the following letters are no longer referred to in *Index to Letters* and should now be removed from the congregation permanent file of policy letters and be destroyed:

- 2/20/91 Re: Visiting disfellowshipped individuals
- 12/2/91 Re: Child custody matters
- 7/17/95 Re: Elders meeting with publishers one year after baptism
- 8/1/97 Re: Appealing judicial decisions
- 1/22/98 Re: Simplifying the work of elders

- 12/6/06 Re: Highlights of 2006 Kingdom Ministry School
- 4/3/07 Re: Guidelines for *Watchtower* Study conductors
- 1/11/08 Re: Reading scriptures at the *Watchtower* Study
- 6/9/08 Re: Appointment and deletion of elders and ministerial servants
- 9/2/08 Re: Coordinator of the body of elders
- 1/1/09 Re: Expanded role of auxiliary counselor
- 1/21/10 Re: Qualifications of appointed persons in conjunction with disfellowshipped relatives

During the last year, direction has been given for the following letters to be added to the congregation permanent file of policy letters:

- 3/25/10 Re: Internet connections in Kingdom Halls
- 4/2/10 Re: Audio recordings at theocratic events
- 5/23/10 Re: Assisting inactive ones
- 5/24/10 Re: Incidents of "sexting" involving minors
- 8/3/10 Re: Use of the jw.org Web site
- 8/9/10 Re: Prison witnessing
- 10/7/10 Re: Spiral binding of *Shepherding* textbook
- 10/12/10 Re: Wedding procedures and Scriptural freedom to remarry
- 11/17/10 Re: Letters of introduction
- 12/6/10 Re: Correspondence from branch office and congregation file
- 12/14/10 Re: District convention arrangements
- 12/16/10 Re: Corrections in Spanish edition of *Shepherding* textbook
- 12/29/10 Re: Accounts on the jw.org Web site for all appointed elders

Upon receipt of this letter, the secretary should confirm that the congregation permanent file of policy letters is up-to-date. Any letters that are missing can be downloaded from the jw.org Web site. As a reminder, the *View Forms—Restricted* role, the *View Letters—General* role, and the *View Letters—Restricted* role on the site should only be given to two or three elders, preferably including the coordinator of the body of elders and another member of the Congregation Service Committee. Ministerial servants should not be given the *View Forms—Restricted* role or any *View Letters* role.

As noted above, *Index to Letters* only makes reference to policy matters not contained in the *Shepherding* textbook. Thus, when policy questions arise, elders should make it a habit to first consult the *Shepherding* textbook.

We trust this revised information will be helpful to you as you seek to imitate our orderly God, Jehovah. (1 Cor. 14:33) Please accept an expression of our warm Christian love.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

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January 19, 2011

TO ALL BODIES OF ELDERS

Re: *Watchtower Publications List* (S-15)

Dear Brothers:

The *Watchtower Publications List* is designed to provide congregations with a current list of publications available in different languages. Additionally, it shows what publications have been designed to assist us in preaching to particular audiences—for example, Hindus, Jews, or Muslims.

We are happy to announce that the *Watchtower Publications List* in English will now be available for download in the *Forms* section of the jw.org Web site. At a later date, it will become available in Spanish. The publications are listed in the same categories already being used in the *Request Literature* section of the site. Currently, as new publications are released, congregations are notified by means of a monthly announcement, and the *Watchtower Publications List* quickly becomes out-of-date. To help to keep the list more up-to-date, it will be updated twice a year. The next update will be in September 2011. Thereafter, it will be updated each March and September. Nevertheless, for the most up-to-date information regarding available literature, please consult the *Request Literature* section of the jw.org Web site. For magazines, consult the *Request Periodicals* section of the site.

Congregations can choose to print either the entire *Watchtower Publications List* or a list of publications available in a selected language. A copy of the list should be provided to the literature servant. While it is preferred that congregations download the list from the site, a literature request may be submitted for this item. The hard copy would be sent as stapled letter-size sheets rather than as a booklet.

We are confident that this arrangement will prove to be useful to all congregations. Please accept an expression of our warm Christian love and greetings.

Your brothers,
Christian Congregation
of Jehovah's Witnesses

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

January 22, 2011

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Residence survey

Dear Brothers:

Over the years, many congregations have shown a generous and hospitable spirit by their willingness to provide modest accommodations for traveling overseers and special pioneers. (3 John 7, 8) There are several hundred such Kingdom Hall residences and other dwellings that are being used by those in special full-time service throughout the United States branch territory. Certainly, these are valuable theocratic assets that are included in the "belongings" entrusted to the faithful and discreet slave class.—Matt. 24:45-47; *w09* 6/15 22 par. 11.

In view of this, the branch office is interested in maintaining accurate records of all these dwellings to better evaluate requests for new residences and to better care for the changing needs of special full-time servants in the field. To that end, we are asking each Regional Building Committee (RBC) to verify specific details regarding all congregation-owned residences within their respective regions. For this initial assessment, the RBC will initiate communication with each congregation holding title to a Kingdom Hall where a dwelling is located and gather the needed information from them. In cases in which a residence is owned by a congregation not holding title to the Kingdom Hall or if it is known that a residence is being rented for use by a traveling overseer, the local body of elders should notify the RBC regarding the location of the residence and the monthly rent. After the RBC provides this initial report to the branch office, their biennial inspection of your Kingdom Hall will include an inspection of any residences owned by the congregation, and they will update the branch office of any adjustments.

Additionally, the information provided to the RBC should include any congregation-owned residences occupied by those not in special full-time service or any that are vacant or are currently used for another purpose. (As stated in the letter dated March 15, 2000, to all bodies of elders in the United States, congregation-owned residences should be used only for those who are in special full-time service. However, there may be some rare circumstances in which an exception has been made to this general policy. If this is the case, please include details with the information you provide to the RBC.) Your list should also include residences currently under construction or those that have been approved by the branch office but construction has yet to begin. As indicated above, places of residence being *leased or rented* by the circuit for traveling overseers should also be included.

We are requesting that the RBCs provide their report to the branch office **by April 29, 2011;** thus, your assisting the committees to compile the needed information in a timely manner will be appreciated. Thank you in advance for your cooperation with this arrangement.

Please accept an expression of our warm Christian love.

Your brothers,
Christian Congregation
of Jehovah's Witnesses

cc: Regional Building Committees
Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

February 7, 2011

TO ALL BODIES OF ELDERS

Re: Caring for the needs of the blind

Dear Brothers:

Two men on the roadside cried out loudly, "Have mercy on us!" Jesus asked, "What do you want me to do for you?" They answered, "Let our eyes be opened." Jesus touched their eyes, and immediately they received sight. (Matt. 20:30-34) Besides being anointed to declare the good news, Jesus was also sent forth to grant a recovery of sight to the blind. This and other examples in the Bible tell us how Jehovah and Jesus feel about people who are blind. Today, we need to give special attention to the blind, both in the congregations and in the field.

The branch office produces many publications for the blind and visually impaired in numerous Braille languages in embossed-paper format and in audio format with Braille labels. Additionally, as announced in the August 2008 *Our Kingdom Ministry*, page 3, publishers who are blind have the option of receiving electronic files of selected publications via e-mail for use with Braille notetakers or screen reader programs. These Braille items are produced in various languages and grades. Therefore, before you submit a request, it is important to know whether the blind person can read Braille and, if so, which language and grade of Braille he can read. Only when a request for a screen reader file is submitted would the grade not be needed, since these text files are converted to audio format by the screen reader software.

To help congregation elders with requesting Braille literature, *Braille Request Guidelines* has been provided along with this letter. Additionally, the *Braille Publications List* (S-58) and the *Braille Request Form* (S-59) are available for download in the *Forms* section of the jw.org Web site. In the future, elders will be able to request Braille publications electronically from the jw.org Web site. Information regarding this enhancement will be supplied as it becomes available.

Congregation elders should be alert to inform the circuit overseer as soon as they are aware of a visually impaired elder who may need a copy of the *Shepherding* textbook in Braille or a visually impaired pioneer who may need the Pioneer Service School textbook in Braille. Both textbooks are produced with the Scriptural references included. Additionally, *How Parents Can Protect Their Children From Misuse of Blood* (S-55) and the annual pioneer outline and encouragement letter in Braille may be requested directly from the Shipping Department.

If someone is found in the ministry who is blind and shows an interest in the truth, you can request a publication or two in Braille to cultivate his interest, such as a tract, a brochure, or the *Bible Teach* book. Braille literature is distributed without charge to persons interested in the Kingdom message in the same way that other literature produced by Jehovah's Witnesses is distributed. Please note, however, that producing literature in Braille is costly. This is particularly true of the *New World Translation* in Braille, which in English is a 20-volume set. Therefore, the Bible should only be requested for publishers or for Bible students who have made their advancement manifest, for example, by attending congregation meetings.

A publisher who is blind will normally require additional help from the congregation. This may involve helping him to get to and from congregation meetings, assemblies, and conventions. Assistance may be needed in order for him to share in the ministry or to prepare for meetings. Having Jesus' view of the blind will prompt the elder body and the publishers to provide this needed help. The elders should regularly check with each blind publisher to see if he needs further help in his service to Jehovah.

It is a privilege to assist those who are blind, whether they are in the congregation or we meet them in the field. Your continued effort to help these ones does not go unnoticed by our Creator.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

# BRAILLE REQUEST GUIDELINES

## GENERAL INFORMATION

- Not all blind people are able to read Braille. Therefore, before making a request, please confirm that the person is able to read the grade of Braille that is available in his language. Braille publications are produced in two grades.
    - Grade one: This grade corresponds letter for letter with the visual print of the material. It is the easiest one to learn, but it requires more time to read.
    - Grade two: This grade is an abbreviated form of Braille. Since not all blind people have learned this abbreviated, or contracted, form of Braille, please verify that the person is able to read it before you request publications in this grade of Braille.
- Since the U.S. Postal Service provides delivery of Braille literature at no cost to the blind or visually impaired, Braille items are generally shipped directly to the visually impaired individual. Therefore, please verify whether the person for whom the Braille literature is being requested is qualified to receive mail via "Free Matter for the Blind or Handicapped."
- Please consult the *Braille Publications List* (S-58) for a complete list of items available in any format for the blind and visually impaired. Additionally, note when new Braille publications are listed on the monthly announcement to all congregations, inform those in your congregation who are visually impaired, and assist them to obtain the items that they need.

## SUBMITTING REQUESTS

- Please consult the *Braille Publications List* (S-58) for a complete list of available publications in various languages, grades of Braille, and formats, such as embossed, audio with Braille labels, and electronic Braille text files. Note new Braille publications available in the monthly announcement to all congregations. If questions arise when filling out a Braille request—for example, a publisher may desire to have an item that is not listed on the *Braille Publications List*—you may contact the branch office by sending an e-mail as outlined below or by calling (845) 744-6000.
- Braille requests should be submitted to the branch office by means of the *Braille Request Form* (S-59). The form contains editable fields and can be downloaded from the *Forms* section of the jw.org Web site. The completed form may be sent via e-mail with the word "Braille" along with your congregation name and number in the subject line. It can also be sent via fax or regular mail with the line "Attn.: Braille." Please use the following contact information:

| | |
|---|---|
| E-mail address: | shippingcorrespondence@jw.org |
| Fax number: | (845) 744-9000 |
| Mailing address: | Watchtower<br>Attn: Braille<br>1000 Red Mills Rd<br>Wallkill NY 12589-3299 |

## LITERATURE

- Braille requests should not be submitted through the language-coordinating or ship-to congregation; they should be submitted separately from all other literature requests any time during the month. By making separate requests for Braille literature, you will help to expedite the process.
- Braille literature items should not be stocked by a congregation. Rather, they should be requested only in response to a specific request from an individual.
- The Bible in Braille should only be requested for publishers or for Bible students who have made their advancement manifest, for example, by attending congregation meetings. If someone is found in the ministry who is blind and shows an interest in the truth, you can request a publication or two in Braille to cultivate his interest, such as a tract, a brochure, or the *Bible Teach* book. This is because embossed Braille publications are considerably larger in size and significantly more expensive to produce than printed publications. For example, the *New World Translation of the Holy Scriptures* in English Braille consists of 20 volumes.

## SUBSCRIPTIONS

- Each year, a survey will be sent to congregations for each person in the territory who has a subscription to the magazines or *Our Kingdom Ministry* in Braille. The form should be completed and returned to the branch office promptly using the mailing address listed on the previous page. The survey lists publications that are regularly being sent directly to the person. The elders will be asked to confirm whether subscribers still desire to receive the Braille periodicals in the chosen format. This will allow the subscriber to continue to receive the Braille items without interruption.
- The Congregation Service Committee will also be asked to verify that a publisher is still in good standing with the congregation. Checking either "Renew" or "Cancel" under the "Existing Subscriptions" section of the *Annual Braille Survey* will inform the branch office of whether the subscriber still qualifies to receive each item. For example, those who are disfellowshipped do not qualify to receive *Our Kingdom Ministry*.
- If you have not received a survey by **April 1** each year and you have a publisher in your congregation who is blind, the service overseer should send an e-mail to shippingcorrespondence@jw.org with the congregation name and number and the word "Braille" in the subject line. However, anytime a person who is blind moves into or out of your congregation, the service overseer should immediately contact the branch office as mentioned above and include the name and address of the blind person as well as the name of the congregations to and from which he transferred.

## ELECTRONIC FILES

- *Screen readers* are software programs that allow blind or visually impaired persons to hear text that is displayed on the computer screen read to them. Since a person does not need to read Braille to benefit from this audio format, the grade of Braille does not need to be submitted with requests for screen reader files. *Notetakers*, on the other hand, are word processors with a Braille display, and therefore the grade of Braille needs to be submitted with requests for notetaker files.
- When submitting requests for electronic files, please include on the *Braille Request Form* (S-59) the person's e-mail address and what type of electronic device he will be using. If the visually impaired person cannot receive e-mail, the e-mail address of someone who can receive and transfer files to him should be provided.
- Please note that this provision is for the personal use of the visually impaired individual for whom the file is intended, and it should not be redistributed.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

February 8, 2011

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Discarding older publications in congregation literature supply

Dear Brothers:

The branch office has worked to help congregations to understand the quantity of literature and magazines that should be maintained in the congregation literature supply. However, it has been observed that some congregations continue to have an overstock of older publications that will likely never be used. To assist congregations in handling those publications, the branch office is directing that circuit overseers approve the discarding of some *specific* older publications.

During the circuit overseer's visit, beginning in February/March 2011, he will be considering the outline "Making Wise Use of Literature and Magazines" with the Congregation Service Committee and all those involved with caring for literature and magazines. We are now also directing him to review the quantity of older publications in stock in the congregation during each visit.

The circuit overseer is receiving a list of publications that he may consider for discarding. The list will be updated from time to time. Only literature or magazines that are damaged (including items with yellowed or brittle pages) and outdated Memorial invitations, district convention handbills, and district convention badge cards may be discarded without the approval of the circuit overseer. For certain publications, he will first verify with you that they have been made available to the publishers by your having displayed the publications on the literature counter before his approval to discard is given. If you are given approval to discard the book *Organized to Accomplish Our Ministry,* ensure that the covers are removed and the books are shredded.

Thank you for noting this new arrangement. Be assured of our warm Christian love and greetings.

Your brothers,
Christian Congregation
of Jehovah's Witnesses

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

February 11, 2011

TO THE BODIES OF ELDERS OF ALL FOREIGN-LANGUAGE CONGREGATIONS AND GROUPS

Re: Foreign-language *Our Kingdom Ministry*

Dear Brothers:

Beginning with the December 2010 edition of *Our Kingdom Ministry*, most of the United States foreign-language field began receiving the edition that is produced for the translating branch territory. In the past, translating branch offices were pleased to provide translation of the United States English edition. However, as translation needs increase, there is a need to simplify the workload of the translation teams. This adjustment will allow the translation teams to concentrate their efforts on other projects. The edition of *Our Kingdom Ministry* used in the translating branch territory carries the approved schedules for the Congregation Bible Study and the Theocratic Ministry School for that particular language group. However, please continue to implement the following direction that also appeared in the December 4, 2009, letter to all bodies of elders.

**Meeting schedule for foreign-language congregations:** Generally, the meeting schedule for the Congregation Bible Study, the Theocratic Ministry School, and the Service Meeting is outlined in the foreign-language edition of *Our Kingdom Ministry*. However, there will be occasions when foreign-language congregations must adjust the Service Meeting schedule. For example, the foreign-language edition of *Our Kingdom Ministry* may carry an article that applies exclusively to the congregations serving under the translating branch office, such as an article regarding a special preaching campaign for that branch territory. In that case, the article should not be considered. The body of elders should select an appropriate part from the Service Meeting schedule in the United States English edition of *Our Kingdom Ministry* for consideration. A summary of the article, not a word-for-word translation, could be presented.

The coordinator of the body of elders should examine the United States English edition of *Our Kingdom Ministry* each month to make sure that direction applying to all congregations in the branch territory is followed. For example, the annual branch letter, articles dealing with district conventions, and certain announcements should be considered at the Service Meeting. The local needs part could be used to cover such material, or it may be necessary to replace a part on the Service Meeting scheduled in the foreign-language edition of *Our Kingdom Ministry*.

May Jehovah continue to bless you and give you his holy spirit as you preach the good news. (Rev. 14:6, 7) We send our warm Christian love and best wishes.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

February 15, 2011

TO ALL BODIES OF ELDERS

Re: Enhancements to the *Inventory Reports* feature of the jw.org Web site

Dear Brothers:

We are pleased to inform you of some enhancements that have been made to the jw.org Web site in connection with the *Inventory Reports* feature. Congregations will now be able to maintain their listing of current inventory quantities separate from the quantities that they wish to share with other congregations.

A new column entitled "Quantity to Share" has been added to the *Maintain Current Inventory* page. Once the February 2011 inventory reports have been submitted, the "Quantity on Hand" and "Quantity to Share" fields will be updated automatically. Thereafter, the "Quantity to Share" fields may be updated without affecting the "Quantity on Hand" fields. Only the quantities listed in the "Quantity to Share" fields will be visible to other congregations. Therefore, other congregations will now only be able to request items that are available.

To gain the most benefit from this new feature, *all language-coordinating congregations* should do the following:

1. Please submit your February 2011 inventory reports to the branch office **no later than March 15, 2011.** It has been noted that a number of language-coordinating congregations do not submit their inventory reports. These reports are very useful to the branch office when planning for literature offers, and they help other congregations find literature items that they need. Sharing literature between congregations reduces the amount of literature that needs to be printed at the branch office and results in considerable savings.
2. As soon as possible after the February 2011 inventory reports have been submitted to the branch office, the service overseer of the language-coordinating congregation and the language coordinator should meet to determine the quantities and items that should be shared with other congregations.
3. Once it is determined how much literature should be shared, immediately adjust the figures in the "Quantity to Share" column on the *Maintain Current Inventory* page to make them available to other congregations. It is very important that these quantities are kept up-to-date. If your congregation has an overstock of items that were not included on the report submitted to the branch office, these items can be added here.
4. Promptly reply to e-mails and telephone calls from other congregations searching for literature. Some congregations have reported that when they request literature from another congregation, they do not receive a response. Even if you are not able to supply the literature that a congregation is asking

for, please respond to the congregation so that they will know to request the literature from a different congregation.

5. If there are questions regarding the submitting of the February 2011 inventory reports or other features on the jw.org Web site, please consult the online *Help* text.

The following inventory counts should be submitted: (1) Submit a count of all literature in the primary language of the language-coordinating congregation. (2) Submit a count of all literature in English and Spanish that may be on hand in the literature supply area of the language group. In the case where there are English and Spanish congregations in the same Kingdom Hall Literature Group, the language-coordinator for English should only submit a count for items in the English literature supply area. The language-coordinator for Spanish should submit a count for items in the Spanish literature supply area. (3) Submit a count of the combined total of literature in all other languages in the language group's common supply. The jw.org Web site will have a link for each language that your congregation should submit. The *No Stock* link should be selected if there is no inventory in that language.

Sign-language congregations should enter all sign-language DVDs in their congregation's inventory under "Other DVDs (except Watchtower)."

The *Monthly Movement of Literature* (S-28) form has been updated, and multiple copies may be printed from the jw.org Web site as needed. Since the items listed on the updated form correspond to the items as they are listed on the site, older versions of this form should not be used. Please note that a separate field has been added for *Wonders of Creation—On DVD*. All other DVDs can be combined and entered under "Other DVDs (except Watchtower)."

Thank you for your attention to these details. We send our warm Christian love.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

February 18, 2011

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: jw.org *Inbox* feature

Dear Brothers:

We are pleased to inform you of a new feature on the jw.org Web site. Beginning March 1, 2011, all jw.org users who have a login and are part of a domain, such as a congregation, a Hospital Liaison Committee, or a Regional Building Committee, will see an *Inbox* link under the heading "My Messages" under the new *Inbox* tab. The purpose of this feature is to allow information to be sent securely to individual users, congregations, and other domains.

As soon as the *Inbox* feature becomes available, each user should read carefully the online *Help* text describing it. Please note the following points about the use of this new feature.

1) **How will the *Inbox* feature be used?**

   The first use of the feature will be to send letters and outlines to all brothers assigned as speakers for the 2011 district conventions. In time, other information specific to individual congregations, such as the monthly congregation financial statement, will be sent using the *Inbox* feature. Information sent in this way will not be sent via postal mail.

2) **How long will the information remain in the inbox?**

   All items will be retained for a maximum of 45 days after being sent. After the 45-day retention period, they will be permanently deleted. With this in mind, any user receiving a message in his inbox should print out the information, including the attachments.

3) **How will information be sent to an individual congregation?**

   In addition to the inbox for an individual jw.org user, there is one inbox for each congregation and other jw.org domain. Local domain administrators (those with the *Manage Users* role) will automatically be assigned the new *Manage Domain Inbox* role. A domain administrator should confirm that the *Manage Domain Inbox* role has been given to at least two elders assigned by the Congregation Service Committee, preferably including the coordinator of the body of elders and another member of the service committee. Further direction will be given in the near future regarding messages sent to this inbox.

4) **Can a user send a message, or reply to a message that he receives, using the jw.org Web site?**

   No. At this time there is no provision for sending a message or replying to a message using the site.

5) **How should a convention speaker confirm his assignment?**

   Rather than sending information to the branch office as in previous years, convention speakers will be confirming their assignments with the convention chairman. Complete instructions will be sent to the speaker's inbox along with his assignment.

6) **How will a convention speaker who does not have a jw.org account receive his assignment?**

Convention speakers without jw.org accounts will receive an assignment package by postal mail.

Since convention assignments and other important information will be sent using the *Inbox* feature, elders should check their inbox each week, if possible.

We trust that this new feature will assist in simplifying the work of communicating important information. Please accept our warm Christian love and greetings.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

cc: Assembly Hall Committees
District Convention Committees
Hospital Liaison Committees
Regional Building Committees
Traveling overseers

PS to secretary:

Please provide a copy of this letter to all elders in your congregation who have a jw.org account and have been added to the congregation domain. This letter should be retained in the congregation file along with other material related to the jw.org Web site.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

March 6, 2011

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Standardized software for Regional Building Committees

Dear Brothers:

In 2009, approval was given to begin work on developing computer software to assist all Regional Building Committees (RBCs) in the United States to handle their heavy workload more efficiently. Subsequently, the branch office appointed a group of brothers in the field to take the lead with this project, and work began in earnest at the beginning of 2010. Many skilled volunteers are now serving on the RBC Software Development Team. These brothers and sisters use various electronic tools to work closely together despite being located throughout the country. Significant progress has been made during the last year, and it appears that all RBCs will be using the new software called Builder Assistant by July 2011.

There is still much work to do in adding functionality that will assist the RBCs with estimating, purchasing, accounting, and project management. Thus, skilled volunteers are still needed, and we are requesting your assistance in locating publishers with experience in software design, development, support, documentation, training, and deployment who may be able to help with the project.

Specifically, we are looking for volunteers who have experience working with Microsoft Silverlight or working with XAML (Extensible Application Markup Language). Additionally, we would be interested in knowing of any who have the skills listed on the attachment "Skills Needed for Builder Assistant" and have the availability to assist on a weekly basis. Besides technical skills, such ones should have a reputation for being spiritual people who work well with others and are willing to accept direction. After speaking with any publishers in your congregation with the desired skills and confirming their willingness to assist, please forward their names and contact information via e-mail to the RBC Software Development Team at personnelinbox@jw-rbc.org.

Before being used to assist on the project, each volunteer will be requested to submit a completed *Kingdom Hall Volunteer Worker Questionnaire* (S-82) through their Congregation Service Committee if they do not already have one on file with their RBC. In addition, interviews will be conducted with prospective volunteers to ascertain additional details regarding their level of experience and degree of availability. Please note that their being contacted by a representative of the RBC Software Development Team does not necessarily indicate that they will be used on this project.

We appreciate your assistance with the matter and look forward to seeing Jehovah's continued blessing on the development of Builder Assistant in support of the RBCs in their important work that contributes to the advancement of Kingdom interests. We send you our warm Christian love and best wishes.

Your brothers,
Christian Congregation
of Jehovah's Witnesses

cc: Traveling overseers

# Skills Needed for Builder Assistant

**Programming**
- Microsoft Silverlight
- C#
- Silverlight Telerik Controls
- XAML/WPF
- Nhibernate
- Reporting tools like FYIReporting

**Software Design**
- Microsoft Expression Blend
- Software User Experience Designer

**Database Administration**
- Microsoft SQL Server

**Help Desk**
- Help desk telephone and e-mail support
- Remote support tools
- Help desk technical support

**Documentation and Training**
- Technical, user help, and documentation writers
- Graphical design artists
- Video tutorial/training specialists

**Implementation/System Integration Specialists**
- Software implementation/integration specialists
- Application trainers/support specialists
- File conversion specialists

**Quality Assurance**
- Test writers
- Testers

**Operations Support**
- Exchange 2010 Implementation/Maintenance
- SharePoint 2010 Implementation/Maintenance
- Threat Management Gateway 2010 Implementation/Maintenance
- Asterisk (PBX)
- VMware vSphere 4.x Maintenance

Christian Congregation
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2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

March 10, 2011

TO ALL BODIES OF ELDERS

Re: Effectively requesting literature items

Dear Brothers:

As the end draws near, much literature is being provided to equip us spiritually and to help care for our preaching commission. To benefit from this provision, it is important that congregations request and receive literature items when needed. However, the semi-annual inventory indicates that some congregations are requesting an excess of literature. At times, this results in hundreds of literature items sitting on congregation shelves for many months or even years. The following information will be helpful in determining how and when to submit literature requests so that literature is available to publishers without overstocking the congregation.

**Literature offers:** Literature items are more likely to go out of stock temporarily when many congregations submit their request only a few weeks before the offer begins. On the other hand, when congregations submit requests well in advance, the branch office is better able to meet the production and distribution needs of all congregations.

Therefore, the first time that the literature offer for a month appears in *Our Kingdom Ministry*, which is generally about four months in advance, the language coordinator and the service overseer of the language-coordinating congregation should meet to verify the needs of the congregation. They should review the *Monthly Movement of Literature* (S-28) form to determine the amount of literature that moved during previous months when the same item was offered. The language coordinator can contact other congregations of the same language in the Kingdom Hall Literature Group asking for their comments before submitting the request to the branch office. Then, as soon as possible, the language coordinator should submit the request for the item.

**Request limits:** During much of the year, the jw.org Web site will automatically reduce literature requests so that a congregation does not overstock an item. These limits are based on the number of publishers in the literature group and the type of literature item being requested. If the site reduces your request, the new quantity will appear immediately after your entry. However, as soon as an item appears in *Our Kingdom Ministry* as the offer for a month, the quantity that a congregation can request on the site is raised to allow for larger requests to care for the congregation's needs. It remains at this raised level for several months and is then lowered again on the day the offer begins. At the end of the offer, only a small supply of the literature item should be remaining until the next time the item is the literature offer.

What should a congregation do if the requested quantity of a literature-offer item is automatically reduced and you feel that the number on hand is not sufficient to meet your needs? The literature servant should consult with the service overseer regarding the reduced quantity and consider the following questions: If you were to request more, would it result in a surplus at the end of the month? If additional copies are necessary, how many copies should be requested to meet the needs of the congregation for that specific month? If after consideration of these factors,

it is determined that additional copies of the item are needed and the first shipment has been received, an additional request may be submitted using the site.

Requests received from the site are filled and shipped to the congregations once a month. If a request is submitted on the site after the offer begins, the literature will most likely be received in the congregation after the offer is over. As a result, these items may sit on congregation shelves for months or years. Therefore, if additional quantities of an item are needed after the offer starts, please submit your request via e-mail (shippingcorrespondence@jw.org) with "Rush" in the subject line or via telephone (845-744-6000) rather than via the site. A rush shipment can be sent so that the congregation will have the literature during the month of the offer. If the rush shipment is requested toward the end of the month, a small quantity will be sent so as not to overstock the congregation after the offer has ended.

**Annual items:** In August of each year, congregations should invite the publishers to place their requests for bound volumes, calendars, *Examining the Scriptures*, *Watchtower Library*, and *Yearbooks*. The literature servant **should not guess or estimate** how many copies are needed based solely on the number of publishers, since this often results in an overstock in the congregation. Rather, annual items should be requested **based on a specific request by a publisher.** To avoid rush shipments, requests should be submitted no later than November 1. On December 1, the quantity of *Examining the Scriptures* and calendars that a congregation can request will be lowered to the standard limit allowed for extra requests (five per congregation), and on February 1, requests for *Watchtower Library* and *Yearbooks* will be reduced in the same way.

As a reminder, **each congregation** should request annual items using the site just as they would all other special-request items**.** They should not be requested through the language-coordinating congregation or any other congregation in the literature group.

We hope these guidelines will be helpful as congregations endeavor to obtain needed literature supplies. Additional information may be found in chapters 2 and 3 of *Literature and Magazine Request Guidelines* (S-56).

Please accept an expression of our warm Christian love and greetings.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

PS to circuit overseers:

Please review this letter with the Congregation Service Committee and all those involved with caring for literature and magazines during your meeting with them.

TO ALL CONGREGATIONS
Re: Increased activity during April 2011

Dear Brothers:

Serving Jehovah is the greatest privilege that we could possibly have. With good reason, the faithful and discreet slave has long encouraged Christians to involve themselves in the ministry, even serving “more fully” whenever possible. (1 Thess. 4:1) We wish to commend you for the loyal support and diligent efforts you put forth in sharing the “good news of the Kingdom.” (Matt. 24:14) The 2010 service year report is evidence that Jehovah’s people are ‘offering them-selves willingly’ in his service.—Ps. 110:3.

It is encouraging and comforting to remember that Jehovah accepts our whole-souled service prompted by a cheerful heart. [Read 2 Corinthians 9:7.] Even so, our circumstances may prevent us from doing all that our hearts yearn to do in serving him. How we appreciate Jehovah’s assurance that he values the unselfish service of each of his faithful servants. More than anyone else, he understands our limitations. What does Jehovah expect? He expects something that all of us, regardless of our situation in life, can offer: “Whatever you are doing, work at it whole-souled as to Jehovah, and not to men.” (Col. 3:23) To better understand the principle, consider the example of Mary, the sister of Lazarus, and that of the poor widow who contributed two small coins. Mary demonstrated her deep love for Jesus by pouring “very expensive” perfumed oil on his head and feet. (Mark 14:3; John 12:3) On the other hand, the poor widow dropped “two small coins, which have very little value” into the treasury chest. (Mark 12:41, 42) Was one woman more devoted than the other? No. Both women did what they could, and both are portrayed favorably in the Bible record. In God’s eyes their gifts, though of differing value from a human perspective, represented whole-souled service.

In an effort to increase the praise and honor to Jehovah and Jesus Christ at the time of the Memorial, the Governing Body has arranged for a special period of increased activity during April 2011. (km 2/11 p. 1) Perhaps you have taken the opportunity to auxiliary pioneer in the past during the Memorial season. Or maybe you have long had the desire to share as an auxiliary pioneer, but your situation prevented you from fulfilling this goal. You will be pleased to learn that during April 2011, publishers who wish to serve as auxiliary pioneers may indicate on the application whether they will be working toward a 30-hour or 50-hour requirement for the month. This is a special arrangement for the month of April 2011 only. Additionally, if the circuit overseer is visiting your congregation in April, all who are serving as auxiliary pioneers, whether with a 30-hour or a 50-hour requirement, are invited to attend the entire meeting the circuit overseer has with the regular pioneers.

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What will you do with this special opportunity? We urge each one to prayerfully contemplate whether he can expand his ministry during April by serving as an auxiliary pioneer. No doubt you will agree that exerting ourselves vigorously in the ministry during the Memorial sea-son is an excellent way for us to honor Jehovah and Jesus Christ. (Luke 13:24; Heb. 13:15) We believe this will be an especially good time to auxiliary pioneer, since the month of April has five Saturdays. It is our hope that with good organization and planning, many more—both older and younger ones—will be able to “taste” the privilege of serving as auxiliary pioneers during this special period. (Ps. 34:8) May our resolve be that of the psalmist who stated at Psalm 145:21: “The praise of Jehovah my mouth will speak; and let all flesh bless his holy name to time indefinite, even forever.”
Your brothers,

Christian Congregation of Jehovah’s Witnesses

cc: Traveling overseers

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PS to body of elders:
It is the desire of the Governing Body that all publishers learn of this special arrangement during the same week. To that end, the Governing Body has directed that the letter be read to the congregation following the Watchtower Study for the week of January 10-16, 2011. It should also be read at the following Service Meeting. Thereafter, it should be posted on the in-formation board. This postscript should not be posted on the information board.

In the majority of congregations, the letter will first be read on Sunday, January 16. If your congregation’s Watchtower Study is scheduled earlier in the week, you may read the letter whenever your Watchtower Study is held. If the congregation will be attending a circuit assembly that weekend, the letter will be read by the district overseer at the end of his concluding talk. If a special assembly day is scheduled, the visiting speaker will read the letter at the conclusion of the program. If your congregation has the visit of the circuit overseer, he will read the letter following his concluding service talk. No changes are being made in the qualifications to serve as an auxiliary pioneer. Neither are any changes being made to the Application for Auxiliary Pioneer Service (S-205b). When announcing the names of those whom the Congregation Service Committee approved to serve as auxiliary pioneers during April, no mention should be made of the hour requirement they have selected. Likewise, when reporting to the branch office the activity of the auxiliary pioneers for April, no distinction in hour requirement should be made.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

April 19, 2011

TO ALL CONGREGATIONS

Re: Dramatic Bible readings on the jw.org Web site

Dear Brothers:

Each year since the 2007 district convention, we have enjoyed a sound-only drama that includes a dramatic reading of selected portions of the Bible.

You will be happy to know that the English editions of these dramatic Bible readings have been posted on the jw.org Web site for downloading. Other languages will be made available at a later date. In addition to the dramatic reading of the Bible, introductory and concluding comments and points of application are included. To avoid confusing these readings with the other sound-only dramas on the site, they are under the new category "Dramatic Bible Readings."

These readings will add to the variety of material that can periodically be used in conjunction with your Family Worship evening. While these audio programs will not be produced on compact disc (CD), it is hoped that many will be able to download the readings and benefit spiritually. Please be reminded that there is a small cost to the organization with each download.

We trust that this provision will have a positive effect on our precious brotherhood.

Your brothers,
Christian Congregation
of Jehovah's Witnesses

cc: Traveling overseers

PS to coordinator of the body of elders:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above-noted subject has been posted on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

May 1, 2011

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Magazine distribution arrangement

Dear Brothers:

The new method of magazine distribution in the Kingdom Hall, in which a combined supply of magazines is left out on a counter, has been in effect for many months. Congregations have benefited from this arrangement. Two advantages are that there are now fewer unused magazines and that the magazines are always available to the publishers. However, questions have been raised by some congregations. Therefore, below you will find an outline that can be used for an upcoming local needs part that should answer the most common questions regarding this arrangement. The timing may be adjusted according to the time allotted for the local needs part. An elder (preferably the service overseer) should be assigned this part.

Thank you for your support of this arrangement. We send our warm Christian love.

Your brothers,
Christian Congregation
of Jehovah's Witnesses

cc: Traveling overseers

**REVIEW OF NEW ARRANGEMENT** (3 min.)
[Refer to the detailed description found in *Literature and Magazine Request Guidelines* (S-56), chapter 7, paragraphs 1-3. Provide commendation to the congregation for complying with this arrangement]

**HOW MANY MAGAZINES SHOULD PUBLISHERS TAKE?** (4 min.)
The new magazine arrangement has proved to be beneficial to congregations, since it allows publishers to have access to magazines at any time

It has also been beneficial in that it has resulted in a reduction in the number of unused or wasted magazines each month

However, it has been noted that in some cases, publishers are taking all of the copies that they feel that they might need for the entire month at one time. The new arrangement is to take only what is needed for the next week's preaching activity

If more than a week's supply is obtained by publishers, congregations may feel the need to increase the supply received from the branch office, which could result in wasting unused copies at the end of the month. Your support of this new arrangement is greatly appreciated since it makes wise use of our publications

**DISTRIBUTION TO PUBLISHERS FOR PERSONAL READING** (2 min.)

Each congregation has an arrangement to ensure that personal copies of the study edition of *The Watchtower,* the public edition of *The Watchtower,* and the *Awake!* are made available to all publishers for personal reading

[This should be done as soon as the magazines arrive in the congregation. One method used is to distribute the personal copies of the magazines in the same way as copies of *Our Kingdom Ministry*. However, the elders may prefer another method. Explain the arrangement that has been worked out locally]

**IF THE CONGREGATION MAGAZINE SUPPLY RUNS OUT** (2 min.)

If the congregation magazine supply runs out before the end of the month, publishers may use older magazines on hand at home or obtain older magazines that have been returned to the Kingdom Hall

At times, the elders may make an announcement inviting publishers to return unused magazines in good condition for redistribution

Additionally, publications available from the literature counter can be used, such as the *Bible Teach* book or brochures

**ADDITIONAL COMMENTS** (4 min.)

The magazine area should be kept neat and orderly. Although this is the responsibility of the brothers who work with the magazines, all can contribute to keeping the area looking good

[The elders can decide whether additional comments could be given to encourage the publishers to work with this arrangement. If the elders have noted any tendencies that need to be corrected, these can be mentioned. As time allows, appropriate scriptures and comments from past articles on making wise use of our publications can also be incorporated]

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

May 25, 2011

TO ALL BODIES OF ELDERS

Re: Public speakers

Dear Brothers:

This letter replaces the letters dated January 9, 1990, April 15, 1999, and January 3, 2008, to all bodies of elders. Those letters should be removed from the congregation permanent file of policy letters and be destroyed. Much fine direction on public speaking and teaching has been included in the *Ministry School* book. However, please note the following additional guidelines regarding arrangements for public speakers. Appropriate points from this letter should be shared with ministerial servants who give public talks and who assist with scheduling public talks.

**Assignments:** It is essential that only qualified elders and ministerial servants be assigned to give public talks. Visiting speakers should be well recommended in their own congregation. It is preferable that visiting speakers be elders. However, well-qualified ministerial servants may occasionally be invited. Generally, requests for speakers should be through the coordinator of the body of elders or another elder or well-qualified ministerial servant assigned to assist him with the scheduling. A list of approved speakers and the talks they have prepared should be provided to other congregations. Speakers and talks should be chosen from this list. Since the number of approved speakers varies from congregation to congregation, it is not always necessary that an equal number of speakers be exchanged.

At times, the body of elders may feel that a local speaker should be assigned a talk on a particular subject in view of the needs of the congregation. Or speakers may be allowed to choose which outlines they wish to prepare.

It is best that speakers not be assigned to be away from their own congregation more than once a month. Thus, the many matters that have to be looked after locally will not fall on just a few, and the publishers will not feel that they have been left on their own.

**Reading scriptures:** Scriptures should be read by the speaker rather than requesting a volunteer from the audience. The *New World Translation* should be used, if available. There may be occasions when the speaker desires to read from the *New World Translation* and thereafter briefly mention the way that another translation renders a phrase or verse. Good judgment is needed in this regard.

**Training new speakers:** As a way to be of help to new speakers, the body of elders should use qualified ministerial servants in a manner that provides opportunities to counsel them and to assist them with improving their speaking ability. It is not always necessary for a ministerial servant's first public talk to be a symposium. However, the body of elders may decide in a particular case that it would be beneficial for an inexperienced public speaker to be assigned the first 15 minutes of a talk and for a more experienced speaker to be assigned the remaining 15 minutes. Following the presentation, appropriate counsel and suggestions may be offered privately.

**Dress and grooming:** Speakers, whether from your own congregation or visitors, should conform to appropriate standards of dress and grooming. It is preferred that speakers wear suits rather than sport coats when giving public talks. If there are problems with dress and grooming on the part of a visiting speaker, it would be appropriate to provide his body of elders with this information.

**Hospitality and travel expenses:** The body of elders should take the lead in extending hospitality to visiting speakers by asking to cover their travel expenses and by offering them a meal. (Rom. 12:13; 15:7; 3 John 8) Since circumstances vary widely, it will be up to the body of elders to decide how this should be handled locally. Travel expenses for visiting speakers should be considered recurring operating expenses. Thus, a congregation resolution is not needed. Congregation funds should not be used to cover expenses for other forms of hospitality, such as entertaining or providing meals. We trust that this arrangement will strengthen the bonds of love that identify the true Christian congregation.—John 13:34, 35.

Thank you for noting this direction.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* (S-22) at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

May 27, 2011

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: Update on Wallkill Bethel expansion

Dear Brothers:

In our letter dated October 30, 2009, we informed you that expansion work had been approved for the Wallkill complex of the United States branch office. Over the past months, there has been much accomplished, and the project is progressing very well. At this time, we are pleased to provide a picture update showing the progress of the expansion work as of May 1, 2011. This will be posted on the information board for viewing after the meeting.

Also in our previous letter, a request was made for all qualified skilled construction workers desiring to assist with the project to submit applications to serve at Bethel as temporary volunteers. We are happy to report that in response to this request, over 1,200 different brothers and sisters have served as temporary volunteers on the Wallkill project. These volunteers have truly demonstrated "a heart for working," and their efforts have brought fine results. (Neh. 4:6) There continues to be a need for skilled temporary volunteers to assist with the project. For the benefit of those who may be interested in making themselves available to share in this work, a list of the construction skills that are currently needed will also be posted on the information board.

**Qualifications for temporary volunteer service at Bethel:** The spiritual qualifications of applicants for temporary volunteer service at Bethel are of greatest importance. Applicants must be wholly dedicated to Jehovah and be fine examples. They must be baptized at least one year. Those in good health between the ages of 19 and 55 may apply. On occasion, exceptions have been made and some over 55 have been invited because of the needs.

**How to apply:** Your congregation secretary has temporary volunteer applications on file. You may apply to serve for one, two, three, or four weeks or up to three months. Once submitted, temporary volunteer applications are valid for three years. Those applying should have the full support of their family. If a married brother applies for more than one month, his wife should also apply. Invitations are based on the needs at Bethel and the accommodations available.

We take this opportunity to express our sincere appreciation to all of Jehovah's people who are wholeheartedly supporting this theocratic expansion through their loving labor and generous contributions. We recognize that all of this is being accomplished because of Jehovah's blessing as we continue to rely on him.—Ps. 127:1; Zech. 4:6.

Your brothers,
Christian Congregation
of Jehovah's Witnesses

cc: Traveling overseers

PS to body of elders:

Please arrange for this letter (with the exception of the attached list of skills) to be read to the congregation at the first Service Meeting after its receipt. Thereafter, the letter and picture sheet should be posted on the information board. When needed, the *Application for Temporary Volunteer Program* (A-19) can be printed from the *Forms* section of the jw.org Web site under the *Documents* tab.

# UPDATE ON WALLKILL BETHEL EXPANSION

MAY 2011



**Above:** New Residence Building as viewed from the southwest



**Above and left:** New Residence Building; new concrete decking being installed



**Below:** New Boiler/Steam Plant



**Below:** Dining Room expansion project



## TRADE SKILLS NEEDED FOR PROJECTS AT U.S. BETHEL

**SITEWORKS, CONCRETE, AND MASONRY**
Surveyors
Structural Concrete Rebar Detailers
Brick Masons
Concrete Shotcrete Installers
Geothermal Installers
Concrete Batch Plant Operators
NY State Licensed Crane Operators
Heavy Equipment Operators
Concrete Pump Truck Operators
Trucking—CDL Licensed
Materials Handling Operators—Lull, Fork Truck, Gradall

**ELECTRICAL AND CONTROLS INSTALLATION**
General Electrical Tradesmen
Specialized Electrical Tradesmen
—Fire Alarm Controls, Building Controls
Building Systems Commissioning Tradesmen
Test and Balance (TAB) Tradesmen

**DIESEL AND HEAVY EQUIPMENT TECHNICIANS**

**BUILDING TRADES**
Drywall Hangers and Finishers
Structural Form Carpenters
Finish Carpenters
Wall Vinyl Hangers
Painters
Steel-Stud Framers
Low-Slope Roofers
Tile Installers
Carpet Installers
Commercial Door Installers
EIFS Tradesmen
Industrial Coatings Installers
Below Grade Waterproofing

**PLUMBING**
General Plumbing Tradesmen
Specialized Plumbing Tradesmen
—Pipe Fitters, Pipe Welders, Sprinkler System Installers
Pipe Insulators

**MECHANICAL AND METAL WORKING**
Elevator Mechanics
Sheet Metal/Ductwork Fabricators and Installers
Metal Fabrication Welders
—Structural Steel Welders, Structural Steel Installers, Stainless Steel Welding
HVAC/R Technicians

**CONSTRUCTION SUPPORT**
HVAC/R Engineer/Designers
Electrical Engineer/Designers
Building Automated Controls Engineers/Designers
—HVAC/R, Process, and Lighting System Controls
Quality Control Engineers
—Licensed Concrete Inspectors, Soil Engineers, Concrete Field Technicians
Construction Supervisors
Construction Estimators
Construction Schedulers—Microsoft Scheduler Program
Safety Consultants/Managers

Christian Congregation
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2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

May 28, 2011

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: Recent devastating storms

Dear Brothers:

This is to provide a report on the tornadoes that have affected the Southeast and Midwest portions of the United States during the last few weeks.

The devastating storms in Alabama, Georgia, and Tennessee in late April 2011 affected many of our brothers and sisters in those areas. While there were few injuries and no deaths of publishers, the total number of homes of our brothers and sisters affected by that tornado outbreak is now estimated at 63. The North Florida/Georgia Disaster Relief Committee is continuing to work with the local Regional Building Committees to provide assistance to all those in need.

Recently, a tornado in Minneapolis, Minnesota, was reported, and we are glad to inform you that there were no reports of any publishers being injured or killed; however, early assessments indicate that 18 homes of our brothers and sisters were damaged or destroyed. The local elders and Regional Building Committee are working to care for the immediate needs of our brothers and sisters there.

From Joplin, Missouri, we received confirmed reports that one sister sustained minor injuries and, sadly, one sister was killed during the storm. All publishers from the three congregations in the area have been accounted for. One of the Kingdom Halls in Joplin received minor damage, and approximately 25 homes of the brothers were damaged or totally destroyed. Because of the emotional impact on those affected, the local elders, regional volunteers, and the two circuit overseers in the area are endeavoring to provide spiritual comfort to the publishers. The Regional Building Committee is working with the local elders on damage assessments, and it is expected that an organized local relief effort will be required to assist with the needs of our brothers and sisters in this devastated community.

It is encouraging and faith-strengthening to see the outpouring of local support to those who suffered loss. The love within the brotherhood is evident in the work of local volunteers who have assisted in the cleanup and rebuilding efforts as well as in the generosity shown in material and monetary donations. All of this is a clear demonstration of the love Jesus said would be apparent among his followers.—John 13:35; 1 John 4:10-12, 21.

What can we do to support our brothers affected by these disasters? Never underestimate the good effect that your prayers can have on the brothers in an area that has been struck by a disaster. (2 Cor. 1:8-11) You may also feel motivated to express your concern through a donation. The November 2005 issue of *Our Kingdom Ministry,* page 3, stated: "It is recommended that donations for humanitarian and relief assistance be made to the worldwide work. This fund is used for relief efforts as well as for advancing the spiritual needs of the Christian brotherhood.

If, for some reason, a person wishes to make a relief donation separate from contributions to the worldwide work, it will still be accepted and used wherever there is a need for relief assistance. However, it would be appreciated if such donations are made without restrictions as to where and how the funds may be used."

Generally, after a proper assessment has been made, the branch office will determine if a Disaster Relief Committee should be formed. A Disaster Relief Committee will take the lead in managing the funding and various aspects of the work. All volunteers will be required to work under the Regional Building Committee arrangement. Thus, we do not encourage any to travel to the disaster area unless their local Regional Building Committee has been requested and assigned by the branch office to work on the relief effort. All should cooperate with the responsible brothers taking the lead so that the critical needs of all the brothers are adequately met. It is also requested that whenever there is a disaster, you please do not telephone the branch office, since this can tie up phone lines that are needed to handle incoming calls from the disaster area.

During these last days, we can expect an increase in natural disasters, yet we are certain of Jehovah's care. We can be assured that "the peace of God" will remain upon these brothers and sisters in the months ahead. (Phil. 4:7) In the face of these unstable and perilous times, we can confidently proclaim the day when mankind will no longer experience any kind of disaster. (Mic. 4:4) As the psalmist said at Psalm 4:8: "In peace I will both lie down and sleep, for you yourself alone, O Jehovah, make me dwell in security." Again, we encourage you to keep all these brothers and sisters in your prayers.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to coordinator of the body of elders:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above-noted subject has been posted on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

June 1, 2011

TO ALL CONGREGATIONS

Re: Literature in EPUB format

Dear Brothers:

We are pleased to inform you that arrangements are being made to provide literature in the EPUB (electronic publication) format in the public area of the jw.org Web site. The files will be accessible under the *Downloads* tab in the "Digital Publications" section. This will allow for the option of downloading a digitally formatted publication that can be read on a variety of mobile devices, including devices using the Apple iOS and Android operating systems. For example, iPad, iPhone, iPod Touch, Motorola XOOM, and a number of e-book readers support the EPUB format. With some devices, this requires purchasing and installing additional software. Free software that can be used to read publications in the EPUB format is available on the Internet for use on desktop computers. Please note that Amazon Kindle devices currently cannot display publications that are in the EPUB format.

English editions of the magazines, *Examining the Scriptures Daily*, and the *New World Translation* will be uploaded in the EPUB format beginning on June 16, 2011. Additional languages and literature will be added in due course.

We send our warm Christian love.

Your brothers,
Christian Congregation
of Jehovah's Witnesses

cc: Traveling overseers

PS to coordinator of the body of elders:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above subject has been posted on the information board.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 1, 2011

TO ALL BODIES OF ELDERS

Re: 2012 Memorial and special talk

Dear Brothers:

"Keep doing this in remembrance of me." (Luke 22:19) In harmony with Jesus' command, true Christians will gather to observe the Lord's Evening Meal on Thursday evening, April 5, 2012. A new Memorial invitation has been prepared, and there will be a worldwide effort to invite as many as possible to attend. This special campaign will begin **Saturday, March 17, 2012, and extend through Thursday, April 5, 2012.** Additionally, the special talk will be held at the first Public Meeting following the Memorial. **For most congregations this will be on Sunday, April 8, 2012.** Congregations that have their Public Meeting on Saturday will have the special talk on April 7, 2012. Please note that in conjunction with the invitation campaign, the elders will be provided with further direction in the future on inviting all inactive ones to the Memorial and special talk.

**Requesting Memorial invitations:**

- **Immediately,** the Congregation Service Committee should determine how many invitations are needed for the congregation. It should be considered whether the quantity used in previous campaigns was sufficient and the potential for an increased number of auxiliary pioneers. As is announced in the September 2011 issue of *Our Kingdom Ministry*, **for the month of March 2012 only, auxiliary pioneers will be allowed to choose an hour requirement of either 30 hours or 50 hours.**
- **Each congregation** should enter its request using the jw.org Web site. All requests should be submitted **by September 20.** PLEASE NOTE: If a request is not received from your congregation by the due date, a ratio of 30 invitations per publisher and 120 per pioneer will be sent to your congregation. Since this ratio *may not* meet the specific needs of your congregation, all congregations are encouraged to submit a request **by September 20.**
- **Use item number 7682 for requesting invitations in the languages listed below.** Use item number 7692 for requesting specialized invitations with unique artwork highlighting that the talk will be given in sign language.
- A supply of invitations may be requested in other languages if you are sponsoring a foreign-language group or if other languages are spoken in your territory.

**Available languages:** In addition to English and Spanish, invitations will be available in Albanian, Amharic, Arabic, Armenian, Bengali, Blackfoot, Bulgarian, Cambodian, Chin (Hakha), Chinese (Simplified), Chinese (Traditional), Chuukese, Croatian, Czech, Finnish, French, German, Greek, Gujarati, Haitian Creole, Hebrew, Hindi, Hmong, Hungarian, Iloko, Indonesian, Italian, Japanese, Korean, Laotian, Low German, Macedonian, Malayalam, Marathi, Marshallese, Mixtec (Huajuapan), Mongolian, Myanmar, Nahuatl (Northern Puebla), Navajo, Nepali, Persian, Polish, Portuguese, Punjabi, Romanian, Russian, Samoan, Serbian, Swahili, Tagalog, Tamil, Tarascan, Telugu, Thai, Tigrinya, Tongan, Turkish, Twi, Tzotzil, Ukrainian, Urdu, and Vietnamese.

**Check-in of invitations:** Quantities for all congregations in the Kingdom Hall Literature Group will be combined and sent to the ship-to congregation in cartons marked **"mi12."** The carton label(s) will indicate the quantity designated for each congregation. The service overseer of the ship-to congregation should ensure the following steps are taken upon receipt:

- Open the cartons and confirm the correct items were shipped.
- Immediately distribute invitations to each congregation in the literature group.

**Labeling invitations:** The service overseer and territory servant will be responsible to ensure that the location and time of the Memorial and the special talk are added to the invitations. Some congregations may choose to affix preprinted self-adhesive labels for this purpose. If the Memorial talk and/or the special talk will be presented in sign language, this should also be noted on the labels.

**Distribution to publishers:** Copies for distribution to the field can be handed out to the publishers a week or two before the campaign is to begin. Any who have more than they can distribute may share their surplus with others who run out.

**Territory coverage:** It is better to give the householder an invitation personally. However, publishers will be allowed to leave the invitations where no one is at home if the elders deem this to be practical. You may feel that it will not be possible for your congregation to cover all of its assigned territory in the time allowed. The elders may therefore decide to give priority to working the most productive territory. A nearby congregation may also offer to assist you with territory coverage. The objective is to do as much as possible within the designated time period. After the campaign is completed, publishers are to begin using the regular literature offer for the month. If your congregation works all of its territory or places its entire supply of invitations before the campaign is completed, you may begin using the regular literature offer for the month.

We encourage you to make sure that the place where the Memorial is to be held, whether a Kingdom Hall or some other facility, is large enough to accommodate an anticipated peak attendance. This would also be an excellent opportunity for the elders to encourage new ones to consider sharing in the ministry as publishers.—*od* pp. 79-81.

**Special talk:** The circuit overseer will deliver the special talk if he is scheduled to visit a congregation that week. The title of the special talk is "Is It Later Than You Think?" The talk will highlight the nearness of the end as evidenced by the fulfillment of Bible prophecies. While the talk is designed to appeal to newly interested persons and to encourage our brothers to keep alert, the concluding section will include a direct appeal to those who are inactive.

After the Congregation Service Committee has met and reviewed these instructions, please circulate this letter to the other elders for their information. We are pleased to share this advance information with you, and we pray Jehovah's rich blessing upon this special campaign.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 11, 2011

TO ALL CONGREGATIONS IN THE UNITED STATES BRANCH TERRITORY

Re: Special meetings in connection with October 2011 zone visit

Dear Brothers:

On July 13, 2011, the Bethel family was excited to learn that a zone visit is scheduled for the United States branch during the month of October 2011. Brothers from several countries and members of the Governing Body will share in serving as zone overseers. This visit will no doubt be beneficial and upbuilding to the Bethel family and all of God's people in the United States branch territory.

Regarding the purpose of zone visits, the book *Organized to Do Jehovah's Will* says on pages 52 and 53: "Periodically, arrangements are made by the Governing Body to have qualified brothers visit each of the branches throughout the earth. Brothers serving in this capacity are known as zone overseers. Their primary work is to help the Branch Committee with problems or questions they may have in carrying on the preaching and disciple-making work. . . . [They are] especially interested in what is being accomplished in the field as far as the Kingdom preaching and other congregation activities are concerned."

In this connection, we are happy to let you know that during the time the zone visit takes place in the United States, two special meetings are planned for the evenings of Saturday, October 22, 2011, and Saturday, October 29, 2011. Each program will originate from Patterson Bethel and be broadcast to many areas of the branch territory. This will include 44 Assembly Halls and a few additional facilities. Most locations will receive the program via audio/video tie-in; however, due to technical limitations, a small number of locations will receive only an audio transmission. In addition to English, the program will also be simulcast in Spanish by an FM signal. Those wanting to hear the program in Spanish will need to bring an FM receiver and headphones. Those invited to attend the program will receive a nontransferable ticket. Only those with a ticket will be allowed admittance to the program.

Of what will the program consist? It will begin with a *Watchtower* summary. Next, a member of the United States Branch Committee will give a report highlighting the progress of the Kingdom work in our branch territory. Thereafter, one of the visiting zone overseers will give an upbuilding talk. To conclude this spiritually rich program, a member of the Governing Body will deliver the last talk of the evening. In all, the program will last approximately two and a half hours.

Who are invited to these special meetings? Our branch territory is blessed with over 1,150,000 publishers, so you can well appreciate that it will not be possible to invite everyone. In general, those invited will be elders and regular and special pioneers who have been serving as such since August 1, 2011, or before, along with their baptized mates. In some cases, those who are not elders or pioneers but who have been serving Jehovah for many years will also be invited. Even so, not all congregations in the United States branch territory will be privileged to send rep-

resentatives to these meetings. It is understandable that some will be disappointed, but we are just not able to accommodate all because of limited seating and facility availability. Nonetheless, we are confident that those in attendance will be encouraged. It is hoped that in the future we can invite some not receiving an invitation this time to attend other special meetings in connection with a zone visit.

Information on whether your congregation is invited to send representatives will be supplied to the body of elders in a separate letter. Those who receive an invitation but determine that they will be unable to attend the program should immediately return their tickets to the coordinator of the body of elders in their local congregation so that others may be invited.

We are sure that this arrangement will result in rich spiritual blessings for all. (Deut. 16:15) Please accept an expression of our warm Christian love and greetings.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

cc: Assembly Hall Committees
Traveling overseers

PS to coordinator of the body of elders:

Please arrange for this letter to be read to the congregation at the first Service Meeting after its receipt. Thereafter, it should be posted on the information board. If the congregation is attending a circuit event or a district convention this week, the letter should be read at the Service Meeting the following week.

Information on whether your congregation is invited to send representatives to these special meetings will be sent to your congregation's jw.org inbox (not to the inbox of a specific individual). The message should be visible to your local domain administrators.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 25, 2011

TO ALL CONGREGATIONS IN THE UNITED STATES

Re: Donations at circuit events by debit or credit card

Dear Brothers:

At Deuteronomy 16:15, Jehovah commanded those celebrating the festival of booths: "You must become nothing but joyful." Similarly, circuit assemblies and special assembly days are always joyous occasions because of Jehovah's abundant blessing. In view of this, many show appreciation by making voluntary contributions at the assembly.

As in previous years, voluntary contributions can be placed in the contribution boxes either in cash or by check made payable to the circuit. However, a new arrangement for making donations by debit or credit card has been approved for congregations that hold their circuit events in Assembly Halls. Locations for making debit or credit card donations will be announced at the assembly.

We pray Jehovah's rich blessing on your preparations to attend the circuit assembly and special assembly day programs for the 2012 service year.

Your brothers,
Christian Congregation
of Jehovah's Witnesses

cc: Traveling overseers

PS to coordinator of the body of elders:

If your congregation attends circuit events at an Assembly Hall, at the next Service Meeting, please arrange for an announcement to be made that a letter on the above-noted subject has been posted on the information board.

# ACCOUNTING INSTRUCTIONS FOR DEBIT/CREDIT CARD DONATIONS AT CIRCUIT EVENTS

Under no circumstances should the Accounts Department retain a paper or electronic record of a card's account number, expiration date, or other information found on the card.

This document provides accounting instructions only. A separate document contains the debit/credit card terminal operating instructions. These instructions are only for events held in Assembly Halls owned by Jehovah's Witnesses, as opposed to rented facilities.

## OVERVIEW

Donations made by debit or credit card at a circuit event are deposited into the Assembly Hall's checking account. The circuit receives credit for the full amount of the donations as a reduction of the circuit's per capita donation to the Assembly Hall. If the total debit and credit card donations are less than the per capita donation requested by the Assembly Hall, then the circuit writes a check to the Assembly Hall for the remaining amount. If the debit and credit card donations exceed the per capita donation, then the Assembly Hall writes a check to the circuit for the difference.

## CIRCUIT ASSEMBLY/SPECIAL ASSEMBLY DAY

Terminals are made available to donors before the morning session, at the noon intermission, and after the afternoon session ends. An attendant is assigned to watch each terminal and assist donors as necessary.—See the debit/credit card terminal operating instructions for more information.

The "settlement" process should be executed for each terminal at the following times:

a) For a circuit assembly, run three Settlements. On Saturday, run one at the end of the day. On Sunday run one before the financial report is read in the morning and one at the end of the day.
b) For a special assembly day, run two Settlements. Run one before the report is read in the afternoon and one at the end of the day.

List the "Settlement Report" "Total" for each terminal under the "Checks" section of a *Receipt* (CO-40), and list the overall total under "Total Checks" and "Grand Total." Do not combine cash and checks with debit/credit card donations on the same *Receipt*. Attach the Settlement tapes to the corresponding original *Receipt*. It may be easier to keep the settlement tapes in an envelope and attach an envelope to the *Receipt*. The carbon copy of the *Receipt* will not have settlement tapes attached.

When preparing the *Circuit Assembly/Special Assembly Day Financial Report* (S-332), include donations from debit and credit cards in lines 7 and 9 of that form. At the end of the event, the circuit gives the Assembly Hall a copy of each *Receipt* with debit and credit card activity. These are totaled to determine what, if any, further per capita donation should be given to the Assembly Hall.

## ACCOUNTS SHEET (S-26)

Record the total of each *Receipt* (CO-40) using the "Receipts In" column of the *Accounts Sheet*. Use the "Transaction Description" column to indicate which *Receipts* are from debit/credit card contributions. Record the grand total of all debit/card contributions as a per capita donation to the Assembly Hall using the "Receipts Out" column of the *Accounts Sheet*.—See the example on the following page 2.

The example below is a special assembly day with two debit/credit card terminals

A settlement report is generated for each terminal before the *Circuit Assembly/Special Assembly Day Financial Report* (S-332) is read to the audience. The total from each terminal is added to a *Receipt* (CO-40) used exclusively for debit/credit card activity.

```
--Settlement Report--

          May 30, 10  13:54

            ***

GRAND TOTALS
SALES        31     $1195.00
REFUNDS       0       -$0.00
TOTAL        31     $1195.00
```

```
--Settlement Report--

          May 30, 10  13:57

            ***

GRAND TOTALS
SALES        52     $6311.00
REFUNDS       0       -$0.00
TOTAL        52     $6311.00
```

**RECEIPT**

No. 2 Date May 30 2010

Received from TX-11-A Debit/Credit Card Terminals

| CHECKS (LIST SEPARATELY) Amount | |
|---|---|
| 1,195 | 00 |
| 6,311 | 00 |
| Total Checks 7,506 | 00 |

If there are more checks than lines, please add each check amount on an adding machine and attach the tape.

**CURRENCY**

BILLS:

$100.00 _____
50.00 _____
20.00 _____
10.00 _____
5.00 _____
2.00 _____
1.00 _____

TOTAL BILLS: $ _____

COIN:

$1.00 _____
.50 _____
.25 _____
.10 _____
.05 _____
.01 _____

TOTAL COIN: $ _____

TOTAL CASH (Bills & Coin): $ _____

TOTAL CHECKS: $ _____

**GRAND TOTAL:** $ 7,506 00

COUNTED BY: _____

CHECKED BY: _____

**Accounts Overseer:** Prepare in duplicate in *ink* and send completed carbon copy to the Assembly/Convention Overseer immediately. Always use an adding machine with a tape to add all figures and attach a final tape to this form and the duplicate.

CO-40-E 8/09 Produced in U.S.A.

At the end of the day, another settlement report is generated for each terminal and another *Receipt* (CO-40) is used to total them.

**ACCOUNTS SHEET**

Texas 11-A English (Congregation or circuit) _____ (City) _____ (Province or state) May (Month) 2010 (Year)

| DATE | TRANSACTION DESCRIPTION | TC | RECEIPTS IN | | RECEIPTS OUT | | CHECKING ACCOUNT IN | | CHECKING ACCOUNT OUT | | OTHER: IN | | OTHER: OUT | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 30 | Contributions - Receipt #1 (cash and checks) | C | 10,413 | 85 | | | | | | | | | | |
| 30 | Deposit to checking account | D | | | 10,413 | 85 | 10,413 | 85 | | | | | | |
| 30 | Contributions - Receipt #2 (debit/credit cards) | C | 7,506 | 00 | | | | | | | | | | |
| 30 | Contributions - Receipt #3 (debit/credit cards) | C | 2,190 | 00 | | | | | | | | | | |
| 30 | Per Capita Donation to Assembly Hall - from CCs | E | | | 9,696 | 00 | | | | | | | | |
| 30 | Per Capita Donation to Assembly Hall - Check #121 | E | | | | | | | 5,594 | 00 | | | | |

The Assembly Hall will receive one bank deposit for each day's total debit/credit card donations. This amount is credited towards the circuit's per capita donation to the Assembly Hall.

If the donations from debit/credit cards do not cover the per capita donation to the Assembly Hall, the circuit writes a check for the remaining amount.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

August 28, 2011

TO ALL BODIES OF ELDERS IN THE UNITED STATES BRANCH TERRITORY

Re: Increased use of jw.org inbox

Dear Brothers:

The February 18, 2011, letter to all bodies of elders in the United States described use of the jw.org *Inbox* feature for sending correspondence from the branch office to *individuals.* We are pleased to announce that this feature will now increasingly be used to send correspondence to *congregations.* Thus, congregations should no longer expect to receive an envelope each month from the branch office. Rather, a brother with the *Manage Domain Inbox* role—preferably the coordinator of the body of elders or another member of the Congregation Service Committee—should check the congregation's jw.org inbox each week. Since all items sent to this inbox will be retained there for a maximum of 45 days, the items should be printed promptly.

Effective immediately, monthly donation acknowledgment letters, financial statements, and most *Please Arrange for a Qualified Publisher to Call on This Person* (S-70) forms will be sent to the congregation's inbox. In due course additional items will begin to be sent to the in-box.

Thank you for noting these adjustments. We express to you our warm Christian love and best wishes.

Your brothers,
Christian Congregation
of Jehovah's Witnesses

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation file along with other material related to the jw.org Web site.

**Christian Congregation of Jehovah's Witnesses**
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

September 16, 2011

TO ALL BODIES OF ELDERS

Re: City overseers

Dear Brothers:

For many years, the branch office has appointed a city overseer in cities where there is more than one congregation. However, effective immediately, this arrangement is being discontinued.

We wish to express our appreciation to those who have served as city overseers in the past. Please accept an expression of our warm Christian love.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

WATCHTOWER
Bible and Tract Society of New York, Inc.
100 Watchtower Drive, Patterson, NY 12563-9204, U.S.A.
Phone: (845) 306-1000 Fax: (845) 306-0309

December 27, 2011

TO ALL CONGREGATIONS IN THE UNITED STATES BRANCH TERRITORY

Re: 2012 Bethel visitors information

Dear Brothers:

At Psalm 122:1 the psalmist wrote: "I rejoiced when they were saying to me: 'To the house of Jehovah let us go.'" Many have made similar expressions regarding their visit and tour of the world headquarters and the United States Bethel facilities in Brooklyn, Patterson, and Wallkill, New York. Perhaps you were one of the 71,442 who visited during the 2011 service year. If you have not yet had the opportunity to tour, or if you would like to visit again, we cordially invite you to do so.

The following overview of what you can expect to see during your tours at each location may help you in planning your itinerary.

**Brooklyn Bethel:** The guided tour features a number of displays highlighting how the worldwide work is directed by the world headquarters and the supportive role played by the United States Bethel family. Before or after your guided tour, you may wish to browse the historical archive room in the 25 Columbia Heights lobby. This highlights the expansion of the work in modern times. Additionally, you can view displays and video clips illustrating some of the methods used to distribute the good news. You should allow at least 30 minutes to view these displays and videos. A literature counter is also available. *Guided tour time: 2 hours.*

**Patterson Bethel:** The guided tour will describe the work being done at the Theocratic Schools, such as the Watchtower Bible School of Gilead, the School for Branch Committee Members and Their Wives, and the School for Traveling Overseers and Their Wives. You will also see displays describing the work done in the offices, which include the Art, Audio/Video Services, Legal, Service, and Translation Services departments. Before or after your guided tour, you may wish to view displays in the main lobby highlighting the history of the worldwide Bible educational work of Jehovah's Witnesses in modern times. You should allow at least 20 minutes to view these displays and videos. *Guided tour time: 1.5 hours.*

**Wallkill Bethel:** The guided tour will enable you to see how Bible literature is printed, bound, and shipped to congregations in the United States, the Caribbean, and other parts of the world. A portion of this tour also includes the Bethel Home and an explanation of the production and processing of food for the United States Bethel family. Before or after your guided tour, you may wish to view tour videos and displays in the main lobby highlighting the history of the *Watchtower* and *Awake!* magazines, as well as farming and computer operations. You should allow at least 30 minutes to view these displays and videos. A literature counter is also available. *Guided tour time: 2.5 hours.*

**Dress and grooming:** Before you plan your visit it would be good to review the brochure *Dress & Grooming for Visitors Touring Bethel* that was sent with the letter dated March 6, 2008, to all congregations. Please check with a member of the Congregation Service Committee in this regard. At all times our dress and grooming should reflect the decency and dignity that befit servants of Jehovah God. (*km* 3/98 p. 7; *od* p. 138 par. 3) Our clothing should have a positive influence on others as to how they view the true worship of Jehovah.

However, it has been noted that when visiting Bethel, some brothers and sisters tend to be extremely casual in their dress. Such dress is not appropriate when visiting Bethel. In this matter, as in all other aspects of our Christian life, we desire to maintain the same high standards that distinguish God's people from the world by our doing all things for God's glory. (Rom. 12:2; 1 Cor. 10:31) It is also good to speak with our Bible students and others who may be visiting Bethel for the first time and remind them of the importance of giving attention to proper dress and grooming. Since considerable walking is involved while on tour, it would be practical to wear dignified shoes that are comfortable to walk in.

When visiting Bethel, ask yourself: 'Is my dress and grooming modest?' (Compare Micah 6:8.) 'Does it reflect well on the God that I worship? Would others be distracted or offended by my appearance? Am I setting the proper example for others who may be visiting for the first time?' Not only when visiting Bethel, but at any other time as well, we want to 'recommend ourselves as God's ministers in every way,' including by our appropriate dress and grooming. —2 Cor. 6:3, 4.

**Tour hours:** All facilities are open to tours Monday through Friday, from 8:00 a.m. to 11:00 a.m. and from 1:00 p.m. to 4:00 p.m. However, no tours will be offered on April 5, 2012 (Memorial) and May 11, 2012 (spring cleaning). When preparing for your visit, please keep in mind the amount of time required to tour each location, and plan to arrive early enough to receive a complete tour. If you plan to visit more than one of the facilities, be sure to allow sufficient travel time between locations (see next page) and time for meal arrangements. *If you would like more information regarding any of these facilities, please write to the Central Tour Desk at the address shown in the following paragraph.*

**Large groups:** If traveling with a small group, there is no need to call in advance, since tours begin every half hour. However, if your group includes **20 or more persons,** the group coordinator should obtain a copy of the *Watchtower Tour Group Information* form from a member of the Congregation Service Committee. The completed form should be returned to the branch office at least **three weeks** in advance of your visit. Please mail or fax the form to Watchtower, Central Tour Desk, 100 Watchtower Drive, Patterson, NY 12563-9204; Phone: (845) 306-1000; Fax: (845) 306-0200.

For large groups traveling by bus, the Central Tour Desk can also assist in arranging your itinerary so as to reduce the waiting time for a tour during busy periods. Please remember that buses are not able to travel on all highways. No buses visiting Brooklyn should enter Brooklyn Heights. Please note the recommended routes on the map provided upon request by contacting the Central Tour Desk.

**Transportation information:** Please exercise due caution while in the New York City area. Carefully read parking signs, and do not leave items exposed in your vehicles. Reduced-rate parking information for Brooklyn can be obtained from the Bethel lobbies. Those using a computer mapping program may use the following addresses to map a route:

| **Brooklyn** | **Patterson** | **Wallkill** |
|---|---|---|
| 25 Columbia Heights | 100 Watchtower Dr. (2891 Route 22) | 900 Red Mills Rd. |
| Brooklyn, NY 11201 | Patterson, NY 12563 | Wallkill, NY 12589 |

Please note the following travel times and distances between the United States Bethel facilities:

| | | |
|---|---|---|
| Brooklyn Bethel to Patterson Bethel | 1.5 hours | 70 miles |
| Brooklyn Bethel to Wallkill Bethel | 2.25 hours | 94 miles |
| Wallkill Bethel to Patterson Bethel | 1.25 hours | 52 miles |
| Travel time subject to traffic. Buses add 30 minutes to travel time. | | |

**Lodging information:** If you would like to visit sometime during the upcoming year, please see a member of the Congregation Service Committee. He has been provided with information, including the *2012 Bethel Visitors Lodging and Car Rental List,* that will be useful to you in preparing for your visit. New hotels have been added to the list for the coming year, others have been deleted, and room rates have changed at many hotels.

Before making *any* hotel reservations, please read the information located at the beginning of the *2012 Bethel Visitors Lodging and Car Rental List*. Those instructions outline the arrangements that have been made with the hotels. When contacting hotels on the list, please adhere closely to those instructions. We suggest you have two or three alternate dates and/or hotels in mind when making reservations, especially if you are representing a group.

Negative reports have been received regarding the conditions at some bed and breakfast accommodations in the vicinity of Brooklyn Bethel. Standards of cleanliness and service at these establishments can be very inconsistent. Unless you have visited the bed and breakfast yourself or it is recommended by someone who has, it would be wise to exercise caution with this kind of accommodation.

We are confident that your visit to Bethel will prove to be both encouraging and motivating. May Jehovah continue to bless your efforts in serving his Kingdom interests.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

cc: Traveling overseers

PS to Congregation Service Committee:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above-noted subject has been posted on the information board.

The *2012 Bethel Visitors Lodging and Car Rental List,* the *Watchtower Tour Group Information* form, the *Brooklyn Guest Room Request* form, and a copy of this letter should be placed in the congregation file along with other material related to visiting Bethel. Additionally, each member of the service committee may wish to keep a copy of each item. If in the future a publisher would like to visit and tour Bethel, a member of the service committee should consider this material with the individual. When doing so, please note the emphasis being given to dress and grooming. Remind the individual to follow the guidelines at the beginning of the *2012 Bethel Visitors Lodging and Car Rental List.*

On January 1, 2012, please destroy all *Bethel Visitors Lodging and Car Rental Lists* from previous years.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

March 6, 2012

TO ALL BODIES OF ELDERS

Re: Reminders from Kingdom Ministry School held during 2011 service year

Dear Brothers:

Much of the Kingdom Ministry School held during the 2011 service year focused on the portions of the *Shepherding* textbook that deal with shepherding, unity among the body of elders, and judicial matters. We encourage you to take time to review those parts of the textbook from time to time. Perhaps pertinent portions could be discussed during your quarterly elders' meetings. That will serve to reinforce those points in your mind and heart so that you can be of even greater service to the brothers. By means of this letter, we also wish to provide you with helpful reminders on a few additional matters that were discussed at the school.

**Pursue divine education:** Some of our brothers are pursuing higher education, feeling that they can acquire a measure of financial security. As you are aware, the educational system varies from country to country. In the United States, for example, public schools offer 12 years of basic education. Thereafter, students may choose to attend university for four or more years, leading to a bachelor's degree or to postgraduate studies for careers in medicine, law, engineering, and so forth. Such university education is what we mean when the term "higher education" is used.—*w05* 10/1 pp. 26-31.

Of course, education is an essential part of Christian life, and we highly value it. Education equips us to care for our responsibilities, both material and spiritual. (1 Tim. 5:8) However, Satan, the master of deception, has made the pursuit of higher education dangerous for a Christian. (2 Cor. 11:14) Many of our young people have been misled from the faith or have become involved in immorality as a result of pursuing higher education. The "fight for the faith" is especially challenging when one leaves the good influence of his home and congregation and places himself in the university environment. (Jude 3) Besides involving bad associations, higher education often erodes faith in Jehovah God and in the Bible. All must weigh carefully the disadvantages and any perceived advantages of pursuing higher education before determining what they will do. Christians must remember that the purpose of any supplementary education should be to praise Jehovah and serve him as much and as effectively as possible, while providing for material needs.—Eccl. 12:13.

Appointed men must be exemplary in heeding the warnings given by the faithful slave and its Governing Body when it comes to education. (Matt. 24:45-47) Would an elder, a ministerial servant, or a pioneer continue to qualify to serve as such if he, his wife, or his children pursue higher education? Much depends on the circumstances and how he is viewed. When such a situation arises, the body of elders should consider the following questions and scriptures:

- Does he show that he puts Kingdom interests first? (Matt. 6:33)
- Does he teach his family to put Kingdom interests first?
- Does he respect what has been published by the faithful slave on the dangers of higher education? (3 John 9)
- Do his speech and conduct reveal that he is a spiritual person? (Ps. 1:2, 3; 1 Cor. 2:13-16)

- How is he viewed by the congregation?
- Why is he or his family pursuing higher education?
- Does the family have theocratic goals? (Phil. 3:8)
- Does the pursuit of higher education interfere with regular meeting attendance, meaningful participation in field service, or other theocratic activities?

As the body of elders prayerfully and carefully considers the matter, it may be readily apparent that the brother has a positive attitude about what the organization has published regarding higher education and still retains the respect of others in the congregation. They may also observe that he and his family are keeping Kingdom interests first if the education does not interfere with meetings and the ministry. In such a case, the elders may determine that he could continue serving.—1 Tim. 3:2, 4-6; Heb. 13:7.

On the other hand, if an elder or a ministerial servant is promoting higher education to others for the material advantages or the status it may bring, he is calling into question his qualifications to serve the congregation because of the effect on his and his fellow appointed brothers' freeness of speech. (1 Tim. 3:13; Titus 1:9) The body of elders may therefore determine that the brother no longer qualifies to serve. In most cases, however, such a determination should be made in conjunction with the visit of the circuit overseer. If the brother does not agree with the decision, he may be invited to express his reasons in writing, and this should be sent along with the circuit overseer's report.

If a person is serving as a regular pioneer only and the body of elders determines that he no longer qualifies to serve because of decisions he has made with regard to higher education, the person, the congregation, and the branch office should be informed of the deletion in the usual manner.

In view of the foregoing, each elder should make the following notation next to the subheading "Situations That May Raise Questions About an Appointed Man's Qualifications" before paragraph 15, chapter 3, in the *Shepherding* textbook: "See letter dated March 6, 2012, to all bodies of elders for direction on considering the qualifications of appointed men in connection with higher education."

**What is *porneia*?** The definition of *porneia* is outlined in paragraph 5, chapter 5, of the *Shepherding* textbook. Therein, three expressions are highlighted: "immoral use of," "lewd intent," and "manipulation." At the Kingdom Ministry School, these expressions were elaborated on as follows:

- "Immoral use of" conveys the thought not just of touching but of operating, manipulating, or employing something. For example, it is one thing to touch a musical instrument; it is something different to make "use of" a musical instrument.
- "Lewd intent" identifies the motive. For example, a doctor may need to manipulate the genitals in examining a patient. A veterinarian, farmer, or rancher may do something similar to an animal. However, the intent is not sexual gratification.
- "Manipulation" conveys the idea of operating something, whether by use of the hands or some other means, and does not require skin-to-skin contact. Momentary touching of another's genitals, even if intentional, would generally not be considered *porneia.*

It is the responsibility of the judicial committee to use the Scriptures to weigh carefully the facts in each case and to determine whether *porneia* is involved. This responsibility is especially serious when it involves the Scriptural freedom to remarry. (Mal. 2:16a) In situations where the elders are uncertain or divided on their conclusions, it is best to write the branch office.

In view of the foregoing, each elder should make the following notation next to paragraph 5, chapter 5, in the *Shepherding* textbook: "See letter dated March 6, 2012, to all bodies of elders for further comments on the definition of *porneia."*

**Set a fine example as a family:** A family united in worship of Jehovah is a fine example and an asset to the congregation. The majority of families of elders and ministerial servants are exemplary, but sadly a number of appointed servants become disqualified because of poor examples set by their wives and children. Help your family to develop a good schedule for the ministry, and encourage them to prepare for and participate in meetings. (*w95* 10/1 p. 14 pars. 6-7; *w94* 7/15 pp. 17-19) Remember, too, that a key to your family's success is regularity in family worship. To accomplish this, you may have to reschedule or reduce the time you devote to other matters. You may need to decline certain privileges on occasion. (*w96* 10/15 pp. 21-23) As an appointed servant, work hard for the salvation of your household.

**Encourage young men to reach out:** As the organization continues to grow, there is an increasing need for all of us to help young men reach out for greater responsibility in the congregation. (Acts 16:1-5) From time to time during your quarterly elders' meetings, consider how young men could be encouraged to reach out and what specific help could be given to assist them to make progress. If the congregation has a good number of elders and ministerial servants, do not feel that there is no urgency in helping others make progress. As you train young men, be generous in giving commendation; it is a powerful force that often helps brothers to continue progressing. (1 Cor. 11:2) Help them to set theocratic goals and 'make their advancement manifest to all.'—1 Tim. 4:15.

We hope these few reminders will be helpful to you as you 'shepherd the flock in your care.' (1 Pet. 5:2) Please accept our warm Christian love and best wishes.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters for Bodies of Elders* (S-22) at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

April 2, 2012

TO ALL CONGREGATIONS

Re: Announcement to be read following *Watchtower* Study during week of April 2, 2012

Dear Brothers:

The Internet is a technology that Jehovah's organization is using to good advantage to spread the good news to all corners of the earth. Consider the impact our Web sites are having. On a typical day, 400,000 people, both Witnesses and non-Witnesses, visit watchtower.org, jw.org, or jw-media.org. They read our publications online in over 430 languages. Each day they download close to half a million audio, text, or sign-language-video files. Every day a hundred requests for Bible studies are sent in. To enhance the effectiveness of our use of the Internet, the Governing Body has decided to consolidate the three sites into one site called jw.org. The Web site will be completely redesigned. It will be appealing and easy to navigate using either a computer or a mobile device.

The redesigned jw.org Web site is planned for release around the beginning of June 2012. It will paint an appealing picture of our preaching work, branch offices, Kingdom Halls, and conventions. A newsroom section will provide up-to-date reporting on events affecting God's people worldwide. Selected features from our magazines that can be presented more effectively on the Web site will now be published only on jw.org. These include the following: "For Young People," "My Bible Lessons," and the Gilead graduation report from the public edition of *The Watchtower* and "For Family Review" and "Young People Ask" from *Awake!* In addition, a series of online articles available only on the Web site will provide concise, clear answers to questions about the Bible and about Jehovah's Witnesses.

The Governing Body has noted the growing tendency for people to obtain reading material from the Internet and has carefully weighed the effect this trend is having on the printing industry and on our ability to obtain paper and equipment for printing. Based on these changing conditions, effective with the issues of January 2013, *Awake!* and the public edition of *The Watchtower* will be reduced from 32 pages to 16 pages. These magazines that we distribute to the public will continue to provide a rich supply of enlightening material to attract people to the truth of God's Word. Since each issue will contain less material, it may be possible for more translation teams to be able to translate every issue of *Awake!* and the public edition of *The Watchtower,* thus increasing the number of languages in which they are available. The study edition of *The Watchtower* will continue to be a 32-page magazine.

The Governing Body is confident that these adjustments will enable us to reach even more people with the Bible's life-saving message while continuing to provide a rich supply of nourishing spiritual food for the worldwide brotherhood.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

4/2/12-E

PS to coordinator of the body of elders:

This matter should be kept strictly confidential among the elders until the letter is read in your congregation. Please arrange for this letter to be read to the congregation following the *Watchtower* Study during the week of April 2, 2012. This will be the same day as the special talk. In most congregations this will be Sunday, April 8, 2012. The brother who delivered the special talk should be invited to read this letter to the audience, if he is available to do so. Thereafter, this letter should be posted on the information board for four weeks.

The reading of this letter is in addition to the shorter announcement to be read by the chairman immediately following the special talk as outlined in the letter dated February 1, 2012, to all bodies of elders. Therefore, the chairman will read the shorter announcement following the special talk and before the *Watchtower* Study. Following the *Watchtower* Study, the brother who delivered the special talk will read this letter and thereafter introduce the concluding song.

# *2012 DISTRICT CONVENTION LOCATIONS*

**AMARILLO, TX** Cal Farley Coliseum, Civic Center, 401 S. Buchanan St.
**ENGLISH** June 22-24

**AMHERST, MA** The Mullins Center, University of Massachusetts, 200 Commonwealth Ave.
**ENGLISH** June 22-24, June 29 - July 1, July 20-22, August 10-12, August 17-19
**SPANISH** July 27-29, August 3-5

**ANCHORAGE, AK** George M. Sullivan Arena, 1600 Gambell St.
**ENGLISH** August 24-26
**SPANISH** *(Williamson Auditorium, University of Alaska)* July 27-29

**BAKERSFIELD, CA** Rabobank Arena, 1001 Truxtun Ave.
**ENGLISH** May 25-27, July 20-22, July 27-29
**SPANISH** June 8-10, June 15-17, June 22-24

**BELLEVILLE, MI** Assembly Hall of Jehovah's Witnesses, 43777 Ecorse Rd.
**AMERICAN SIGN LANGUAGE** August 10-12

**BELTON, TX** Bell County Expo Center Arena, 301 W. Loop 121
**ENGLISH** July 13-15, July 20-22, July 27-29
**SPANISH** August 3-5, August 10-12, August 17-19

**BILLINGS, MT** MetraPark Arena, 308 6th Ave. N.
**ENGLISH** June 8-10

**BIRMINGHAM, AL** BJCC Arena, 19th St. & 9th Ave. N.
**ENGLISH** June 15-17

**BLOOMINGTON, IL** U.S. Cellular Coliseum, 101 S. Madison St.
**ENGLISH** June 29 - July 1
**SPANISH** July 6-8

**BOSSIER CITY, LA** CenturyLink Center Arena, 2000 CenturyTel Center Dr.
**ENGLISH** July 13-15

**BROOKLYN, NY** Assembly Hall of Jehovah's Witnesses, 973 Flatbush Ave.
**CHINESE** August 10-12
**ENGLISH** May 18-20, May 25-27, June 1-3, June 8-10, June 29 - July 1, July 6-8, July 13-15, August 31 - September 2, September 7-9, September 14-16
**FRENCH** August 3-5
**HINDI** August 17-19
**RUSSIAN** August 24-26
**SPANISH** June 15-17, June 22-24, July 20-22, July 27-29

**CHARLESTON, WV** Civic Center Coliseum, 200 Civic Center Dr.
**ENGLISH** July 6-8

**CLEVELAND, OH** Wolstein Center, Cleveland State University, 2000 Prospect Ave. E.
**ENGLISH** July 27-29, August 3-5, August 10-12

**COLUMBIA, SC** Colonial Life Arena, 801 Lincoln St.
**ENGLISH** June 29 - July 1, July 6-8, July 13-15

**COLUMBUS, GA** Civic Center Arena, 400 4th St.
**ENGLISH** July 6-8, July 13-15

**CONYERS, GA** Assembly Hall of Jehovah's Witnesses, 125 Glen Rd. NE
**FRENCH** July 20-22
**KOREAN** July 13-15

**COOKEVILLE, TN** Hooper Eblen Center, Tennessee Tech University, 1100 McGee Blvd.
**ENGLISH** July 6-8, July 27-29

**CORAOPOLIS, PA** Assembly Hall of Jehovah's Witnesses, 1630 Spring Run Rd. Ext.
**GREEK** July 6-8

**CORPUS CHRISTI, TX** AmericanBank Center Arena, 1901 N. Shoreline Blvd.
**ENGLISH** June 22-24, August 17-19

**COUNCIL BLUFFS, IA** Mid-America Center Arena, One Arena Way
**SPANISH** August 10-12

**DALTON, GA** NW Georgia Trade & Convention Center Arena, 2211 Dug Gap Battle Rd.
**ENGLISH** July 20-22, July 27-29
**SPANISH** June 22-24, June 29 - July 1, July 6-8

**DAYTON, OH** Ervin J. Nutter Center, Wright State University, 3640 Colonel Glenn Hwy.
**ENGLISH** June 15-17, June 29 - July 1, July 27-29, August 3-5

**DE KALB, IL** Convocation Center, Northern Illinois University, 1525 W. Lincoln Hwy.
**ENGLISH** June 8-10, June 15-17, July 13-15, July 20-22, July 27-29, August 3-5, August 10-12

**DENTON, TX** Assembly Hall of Jehovah's Witnesses, 14542 Hwy. 380 W.
**AMERICAN SIGN LANGUAGE** July 27-29
**SPANISH** July 6-8, July 13-15

**DES MOINES, IA** HyVee Hall, Iowa Events Center, 730 3rd St.
**ENGLISH** July 13-15

**DULUTH, GA** The Arena at Gwinnett Center, 6400 Sugarloaf Pkwy.
**ENGLISH** July 6-8, July 20-22, August 17-19, August 24-26

**ESTERO, FL** Germain Arena, 11000 Everblades Pkwy.
**ENGLISH** June 22-24, July 13-15
**SPANISH** June 29 - July 1, July 6-8

**EVANSVILLE, IN** Ford Center- Evansville Arena, 1 SE Martin Luther King Jr. Blvd.
**ENGLISH** June 15-17, June 22-24

**FAIRFIELD, CA** Assembly Hall of Jehovah's Witnesses, 2020 Walters Rd.
**AMERICAN SIGN LANGUAGE** July 13-15

**FARGO, ND** Scheels Arena, 5225 31st Ave. S.
**ENGLISH** July 6-8

**FORT SMITH, AR** Convention Center Exhibit Hall, 800 Rogers Ave.
**ENGLISH** June 29 - July 1, July 6-8
**SPANISH** July 20-22

**FORT WORTH, TX** Convention Center, 1111 Houston St.
**ENGLISH** August 3-5, August 10-12
**SPANISH** June 15-17, July 27-29, August 24-26

**FRISCO, TX** Dr Pepper Arena, 2601 Avenue of the Stars
**ENGLISH** August 10-12, August 17-19, August 24-26

**GAINESVILLE, FL** Stephen C. O'Connell Center Arena, University of Florida, Gale Lemerand Dr. & W. University Ave.
**ENGLISH** June 29 - July 1

**GREEN BAY, WI** Resch Center, 1901 S. Oneida St.
**ENGLISH** May 25-27

**HAMPTON, VA** Coliseum, 1000 Coliseum Dr.
**ENGLISH** July 6-8, July 13-15

**HILO, HI** Edith Kanakaole Tennis Stadium, 101 Pauahi St.
**ENGLISH** June 29 - July 1

**HUNTSVILLE, AL** Von Braun Center Arena, 700 Monroe St. SW
**ENGLISH** June 29 - July 1
**SPANISH** July 6-8

**JACKSON, MS** Mississippi Coliseum, 1207 Mississippi St.
**ENGLISH** June 1-3, June 8-10

**JACKSONVILLE, FL** Jacksonville Veterans Memorial Arena, 300 A. Philip Randolph Blvd.
**ENGLISH** May 25-27

**JERSEY CITY, NJ** Assembly Hall of Jehovah's Witnesses, 2932 John F. Kennedy Blvd.
**AMERICAN SIGN LANGUAGE** August 17-19
**ENGLISH** May 25-27, June 29 - July 1, August 3-5, August 10-12 **(TWI sessions also)**, August 24-26 **(ROMANIAN sessions also)**
**FRENCH** July 13-15
**HAITIAN CREOLE** July 6-8
**KOREAN** July 27-29
**PORTUGUESE** July 20-22
**SPANISH** June 1-3, June 8-10, June 15-17, June 22-24
**JAPANESE** *(Annex 2nd Floor)* June 29 - July 1

**JOHNSON CITY, TN** Freedom Hall Civic Center Arena, 1320 Pactolas Rd.
**ENGLISH** June 8-10, June 15-17

**JOHNSTOWN, PA** Cambria County War Memorial Arena, 326 Napoleon St.
**ENGLISH** July 20-22, July 27-29, August 17-19, August 24-26

**KAHULUI, HI** Maui Arts & Cultural Center, One Cameron Way
**ENGLISH** July 6-8

**KAILUA-KONA, HI** Sheraton Keauhou Bay Resort, 78-128 Ehukai St.
**ENGLISH** July 27-29

**KANSAS CITY, MO** Kemper Arena, 1800 Genessee St.
**ENGLISH** June 1-3

**KATY, TX** Leonard E. Merrell Center, 6301 S. Stadium Ln.
**ENGLISH** July 6-8, July 13-15, July 20-22, July 27-29, August 3-5
**SPANISH** June 8-10, June 15-17, June 22-24, June 29 - July 1

**KENNEWICK, WA** Toyota Center, 7100 W. Quinault Ave.
**ENGLISH** July 13-15, August 3-5, August 10-12
**SPANISH** July 6-8

**KISSIMMEE, FL** Silver Spurs Arena, 1875 Silver Spur Ln.
**ENGLISH** August 3-5, August 10-12, September 7-9, September 14-16
**SPANISH** August 17-19, August 24-26, August 31 - September 2

**LA FERIA, TX** Assembly Hall of Jehovah's Witnesses, 1701 S. Parker Rd.
**ENGLISH** July 6-8, July 13-15
**SPANISH** June 8-10, June 15-17, June 22-24, June 29 - July 1, July 20-22, July 27-29, August 3-5, August 10-12

**LAKE CHARLES, LA** The Burton Memorial Coliseum, McNeese State University, 7001 Gulf Hwy.
**ENGLISH** July 27-29, August 3-5
**SPANISH** August 10-12

**LAREDO, TX** Laredo Entertainment Center Arena, 6700 Arena Blvd.
**SPANISH** June 8-10

**LAS CRUCES, NM** Pan American Center, New Mexico State University, 1810 E University Ave.
**SPANISH** June 29 - July 1, July 6-8

**LIHUE, HI** Kauai War Memorial Convention Hall, 4191 Hardy St.
**ENGLISH** August 31 - September 2

**LINCOLN, NE** Bob Devaney Sports Center, University of Nebraska, 16th St. & Military Rd.
**ENGLISH** July 6-8

**LONG BEACH, CA** Convention Center Arena, 300 E. Ocean Blvd.
**ENGLISH** May 25-27, June 8-10, June 15-17, August 10-12, August 17-19, September 7-9
**SPANISH** June 1-3, June 22-24, June 29 - July 1, July 13-15, July 20-22, July 27-29, August 24-26, August 31 - September 2
**PERSIAN** *(Seaside Ballroom)* August 10-12

**LOVELAND, CO** Budweiser Events Center, The Ranch, 5290 Arena Cir.
**ENGLISH** June 15-17, July 20-22, August 10-12
**SPANISH** August 24-26, August 31 - September 2

**LUBBOCK, TX** City Bank Coliseum, 2732 Drive of Champions
**SPANISH** July 6-8

**MACON, GA** Macon Coliseum Arena, 240 Coliseum Dr.
**ENGLISH** June 22-24
**SPANISH** July 13-15, July 20-22

**MEMPHIS, TN** Memphis Cook Convention Center, 255 N. Main St.
**ENGLISH** June 8-10, June 29 - July 1, July 6-8

**MILILANI, HI** Assembly Hall of Jehovah's Witnesses, 239 Palii St.
**ENGLISH** June 22-24 **(CHINESE (MANDARIN) sessions also)**, June 29-July 1 **(SPANISH sessions also)**, July 6-8 **(KOREAN and CHUUKESE sessions also)**, July 13-15 **(JAPANESE sessions also)**, July 20-22 **(TAGALOG sessions and AMERICAN SIGN LANGUAGE interpreting also)**, July 27-29 **(MARSHALLESE sessions also)**, August 3-5 **(SAMOAN sessions also)**
**ILOKO** August 10-12

**MIRA LOMA, CA** Assembly Hall of Jehovah's Witnesses, 3300 Cornerstone Dr.
**TAGALOG** August 17-19

**MOBILE, AL** Mitchell Center, University of South Alabama, 2195 Mitchell Center Dr.
**ENGLISH** July 6-8, July 13-15

**NATICK, MA** Assembly Hall of Jehovah's Witnesses, 85 Bacon St.
**PORTUGUESE** July 13-15

**NEWBURGH, NY** Assembly Hall of Jehovah's Witnesses, 23 Unity Pl.
**ENGLISH** June 8-10, June 15-17, July 6-8, July 13-15, July 20-22, July 27-29, August 3-5, August 10-12, August 17-19, August 24-26
**SPANISH** June 22-24, June 29 - July 1

**NORCO, CA** Assembly Hall of Jehovah's Witnesses, 1001 Parkridge Ave.
**AMERICAN SIGN LANGUAGE** July 6-8
**ARABIC** July 13-15
**ARMENIAN** July 20-22
**FRENCH** August 3-5
**JAPANESE** July 27-29
**KOREAN** June 29 - July 1

**OGDEN, UT** Dee Events Center, 4450 Harrison Blvd.
**ENGLISH** June 29 - July 1
**SPANISH** June 22-24

**OKLAHOMA CITY, OK** State Fair Park Arena, 333 Gordon Cooper Blvd.
**ENGLISH** May 18-20

**PLANT CITY, FL** Assembly Hall of Jehovah's Witnesses, 1904 N. Frontage Rd.
**AMERICAN SIGN LANGUAGE** July 27-29
**HAITIAN CREOLE** August 10-12
**PORTUGUESE** August 3-5

**PORTLAND, ME** Cumberland County Civic Center, 1 Civic Center Sq.
**ENGLISH** May 25-27, June 1-3

**PORTLAND, OR** Veterans Memorial Coliseum Arena, One Center Ct.
**ENGLISH** May 18-20, May 25-27
**SPANISH** June 22-24, June 29 - July 1

**PUEBLO, CO** Colorado State Fair Events Center, 1001 Beulah Ave.
**ENGLISH** June 15-17, June 29 - July 1

**PUYALLUP, WA** Assembly Hall of Jehovah's Witnesses, 11515 62nd Ave. E.
**KOREAN** July 6-8

**QUEENS, NY** Assembly Hall of Jehovah's Witnesses, 44-17 Greenpoint Ave.
**ENGLISH** May 18-20, May 25-27, June 15-17, June 22-24, August 3-5 **(ALBANIAN interpreting also)**, August 10-12, August 17-19, August 24-26
**ITALIAN** July 13-15
**SPANISH** June 1-3, June 8-10, June 29 - July 1, July 6-8, July 20-22, July 27-29

**RALEIGH, NC** RBC Center, 1400 Edwards Mill Rd.
**ENGLISH** August 3-5, August 10-12

**READING, PA** Sovereign Center Arena, 700 Penn St.
**ENGLISH** June 22-24, June 29 - July 1, July 6-8, August 10-12
**SPANISH** July 20-22, July 27-29

**RICHMOND, VA** Coliseum, 601 E. Leigh St.
**ENGLISH** June 22-24, June 29 - July 1, July 13-15, July 20-22
**SPANISH** July 6-8

**RIO RANCHO, NM** Santa Ana Star Center, 3001 Civic Center Dr.
**ENGLISH** June 15-17, June 22-24
**SPANISH** June 29 - July 1

**ROANOKE, VA** Civic Center Coliseum, 710 Williamson Rd.
**ENGLISH** July 6-8

**ROCHESTER, MN** Taylor Arena, Mayo Civic Center, 30 Civic Center Dr. SE
**ENGLISH** June 29 - July 1, July 6-8, July 20-22, July 27-29
**SPANISH** July 13-15

**ROCHESTER, NY** Blue Cross Arena, 1 War Memorial Sq.
**ENGLISH** July 6-8, July 27-29, August 3-5

**ROMEOVILLE, IL** Assembly Hall of Jehovah's Witnesses, 800 N. Schmidt Rd.
**POLISH** August 10-12
**SPANISH** June 22-24, June 29 - July 1, July 6-8, July 13-15, July 20-22, July 27-29, August 3-5

**ROSENBERG, TX** Assembly Hall of Jehovah's Witnesses, 400 W Fairgrounds Rd.
**SPANISH** July 13-15, July 20-22, July 27-29, August 17-19

**SACRAMENTO, CA** Sacramento Convention Center, 1400 J. St.
**ENGLISH** May 25-27, June 1-3, June 15-17 **(ROMANIAN interpreting also)**, July 13-15, August 3-5 **(HMONG sessions also**, August 10-12
**SPANISH** June 29 - July 1, July 6-8

**SAGINAW, MI** The Dow Events Center Arena, 303 Johnson St.
**ENGLISH** July 13-15, July 20-22, July 27-29

**SAINT CHARLES, MO** The Family Arena, 2002 Arena Pkwy.
**ENGLISH** July 20-22, July 27-29

**SAINT GEORGE, UT** Burns Arena, Dixie State College, 225 S. 700 E.
**ENGLISH** July 6-8, July 13-15
**SPANISH** July 20-22, July 27-29

**SAINT LOUIS, MO** Assembly Hall of Jehovah's Witnesses, 953 Laredo Ave.
**KOREAN** August 10-12

**SALEM, OR** Oregon State Fair & Expo Center Pavilion, 2330 17th St. NE
**ENGLISH** May 25-27, June 1-3, June 15-17

**SALISBURY, NC** Assembly Hall of Jehovah's Witnesses, 3401 Old Concord Rd.
**AMERICAN SIGN LANGUAGE** June 22-24

**SAN DIEGO, CA** Qualcomm Stadium, 9449 Friars Rd.
**ENGLISH** May 25-27
**SPANISH** May 25-27

**SAN FRANCISCO, CA** Cow Palace, 2600 Geneva Ave.
**ENGLISH** July 6-8, July 13-15
**SPANISH** July 20-22

**SANTA CLARA, CA** Santa Clara Convention Center, 5001 Great America Pkwy.
**ENGLISH** June 1-3, August 3-5, August 31 - September 2
**SPANISH** July 6-8, July 20-22, July 27-29
**CHINESE** *(Santa Clara Hall "A")* July 6-8
**KOREAN** *(Santa Clara Hall "A")* July 20-22
**PORTUGUESE** *(Santa Clara Hall "A")* June 1-3
**RUSSIAN** *(Santa Clara Hall "A")* July 27-29
**TAGALOG** *(Santa Clara Hall "A")* August 3-5
**VIETNAMESE** *(Santa Clara Hall "A")* August 31 - September 2

**TACOMA, WA** Tacoma Dome, 2727 East D St.
**ENGLISH** June 29 - July 1, July 6-8, July 13-15

**TOLEDO, OH** Seagate Convention Centre, 401 Jefferson Ave.
**ENGLISH** June 22-24, June 29 - July 1, July 13-15, July 20-22, July 27-29
**SPANISH** July 6-8

**TRENTON, NJ** Sun National Bank Center, 81 Hamilton Ave.
**ENGLISH** July 13-15, July 20-22, August 10-12, August 17-19, August 24-26
**SPANISH** August 3-5

**TUCSON, AZ** Convention Center, 260 S. Church Ave.
**ENGLISH** May 25-27, June 1-3, June 29 - July 1, July 6-8
**SPANISH** June 8-10, June 15-17

**TULSA, OK** Donald W. Reynolds Center, University of Tulsa, 3208 E. 8th St.
**ENGLISH** July 6-8

**TURNERSVILLE, NJ** Assembly Hall of Jehovah's Witnesses, 300 Sovereign Way
**TAGALOG** July 13-15

**WEST PALM BEACH, FL** Christian Convention Center of Jehovah's Witnesses, 1610 Palm Beach Lakes Blvd.
**ENGLISH** May 25-27, June 1-3, July 6-8, July 13-15, July 20-22
**HAITIAN CREOLE** July 27-29
**SPANISH** June 8-10, June 15-17, June 22-24, June 29 - July 1, August 3-5, August 10-12, August 17-19

**WICHITA, KS** Century II Convention Hall, 225 W. Douglas Ave.
**ENGLISH** July 6-8
**SPANISH** August 17-19

**WILKES-BARRE, PA** Mohegan Sun Arena at Casey Plaza, 255 Highland Park Blvd.
**ENGLISH** July 20-22, July 27-29

**WINSTON-SALEM, NC** Lawrence Joel Veterans Memorial Coliseum, 2825 University Pkwy.
**ENGLISH** June 22-24, June 29 - July 1
**SPANISH** July 6-8, July 13-15

## *CANADA*

**ABBOTSFORD, BC** Abbotsford Entertainment and Sports Centre, 33800 King Rd.
**ENGLISH** June 29 - July 1, July 6-8

**BELLEVILLE, ON** Belleville Yardmen Arena, 265 Cannifton Rd.
**ENGLISH** June 1-3, 2012

**BRAMPTON, ON** Assembly Hall of Jehovah's Witnesses, 2594 Bovaird Dr. W.
**CHINESE CANTONESE** July 27-29, 2012
**ITALIAN** June 30 - July 1, 2012 *Two-day abbreviated program*
**PORTUGUESE** July 21-22, 2012 *Two-day abbreviated program*
**SPANISH** July 6-8, July 13-15
**TAGALOG** August 4-5, 2012 *Two-day abbreviated program*

**CALGARY, AB** Scotiabank Saddledome, 555 Saddledome Rise SE
**ENGLISH** June 22-24, 2012

**COLWOOD, BC** Westshore Parks and Recreation–Bear Mountain Arena, 1767 Island Hwy.
**ENGLISH** June 8-10, 2012

**CORNWALL, ON** Ed Lumley Arena, Cornwall Civic Complex, 100 Water St. E.
**FRENCH** June 15-17, June 22-24
**ENGLISH** June 1-3, June 8-10

**DARTMOUTH, NS** Dartmouth Sportsplex, 110 Wyse Rd.
**ENGLISH** June 8-10, 2012

**EDMONTON, AB** Edmonton Northlands, 7424 118th Ave.
**ENGLISH** June 29 - July 1, 2012

**KAMLOOPS, BC** Interior Savings Centre, 300 Lorne St.
**ENGLISH** July 13-15, July 20-22

**KITCHENER, ON** Kitchener Memorial Auditorium Complex, 400 East Ave.
**ENGLISH** June 15-17, June 22-24, June 29 - July 1, July 6-8, July 13-15, July 20-22

**MONCTON, NB** Coliseum Agrena, 377 Killam Dr.
**ENGLISH** June 15-17, 2012

**MONTRÉAL, QC** Assembly Hall of Jehovah's Witnesses, 12700, boul. Métropolitain Est.
**HAITIAN CRÉOLE** August 4-5, 2012 *Two-day abbreviated program*
**QUÉBEC SIGN LANGUAGE** July 28-29, 2012 *Two-day abbreviated program*
**SPANISH** July 20-22, 2012
**ARABIC** July 13-15, 2012

**MOUNT PEARL, NL** Mount Pearl Glacier, 45 Olympic Dr.
**ENGLISH** June 29 - July 1, 2012

**NANAIMO, BC** Frank Crane Arena, Beban Park Recreation Centre, 2300 Bowen Rd.
**ENGLISH** June 1-3, 2012

**ONOWAY, AB** Assembly Hall of Jehovah's Witnesses, 1413 Township Rd. 550
**SPANISH** July 13-15, 2012

**PRINCE GEORGE, BC** CN Centre, 2187 Ospika Blvd. S.
**ENGLISH** June 22-24, 2012

**QUÉBEC, QC** Colisée Pepsi, 250, boul. Wilfrid-Hamel
**FRENCH** June 22-24, 2012

**REGINA, SK** Regina Kingdom Hall Complex, 2020 Van Egmond Pl.
**ENGLISH** June 29 - July 1, July 6-8, July 13-15

**SASKATOON, SK** Saskatoon Kingdom Hall Complex, 415 Fairmont Dr.
**ENGLISH** June 1-3, June 8-10, June 15-17, June 22-24

**SELKIRK, MB** Selkirk Recreation Complex, 180 Easton Dr.
**ENGLISH** July 6-8, July 13-15

**SHERBROOKE, QC** Palais des sports Léopold-Drolet, 360, rue du Cégep
**FRENCH** July 13-15, July 20-22

**SUDBURY, ON** Sudbury Community Arena, 240 Elgin St.
**ENGLISH** June 22-24, 2012

**SURREY, BC** Assembly Hall of Jehovah's Witnesses, 15577 82nd Ave.
**CHINESE MANDARIN** July 20-22, 2012
**KOREAN** July 13-15, 2012
**SPANISH** July 27-29, 2012

**WINDSOR, ON** WFCU Centre, 8787 McHugh St.
**ENGLISH** June 8-10, 2012

Here is a (transcribed) letter that all elders received regarding the elder school of 2012. The emphasis is NOT mine.

This letter is your invitation to attend the School for Congregation Elders at the location and dates shown below:

Please acknowledge receipt and acceptance of this invitation by *completing* and *returning* the enclosed confirmation form to the School for Congregation Elders Desk using the enclosed pre-addressed envelope. This should be returned no more than two weeks after receipt of this letter. If you no longer serve as an elder or are unable to attend this class for some other reason, please notify the School for Congregation Elders Desk IMMEDIATELY by telephone (845-306-1100, extension 46998). You will be advised as to what you should do with the material you have received.

Please *carefully read and follow* all the instructions described below.

**Publications and References:** At the bottom of this letter you will note two lists. The first list is what you should read and become familiar with before arriving for the first day of school. The second list includes other publications and references you will need during the week of school. When you arrive at school, you will be given a detailed list of all the references that will be covered in class. With the exception of references to the *Watchtower*, *Awake*, or *Kingdom Ministry*, many have found it very beneficial to bring the actual publication and not printouts.

**Homework:** On Monday through Thursday evenings of the school, please set aside some time to do meditative reading in preparation for the following day's class session.

**Meetings:** During the week of the school, the class will considere a model Congregation Bible Study on Monday and a model Theocratic Ministry School on Tuesday. Please bring the needed materials for those meetings on the respective days and be prepared to participate as you would at your Kingdom Hall. If your school falls on the week of the Theocratic Ministry School Review, please follow the school schedule as if it was the week of a circuit overseer's visit.

**Name Badges:** An identification badge will be issued to you when you arrive at the school. Please bring your own lapel badge holder.

**Schedule:** Classes for the school will begin at 8:00 a.m. and end at 5:00 p.m., Monday through Thursday. Classes on Friday will start at 8:00 a.m. and will conclude at 11:55 a.m. You will be provided with a noon meal each day, Monday through Thursday. Your morning and evening meals will be your responsibility.

**Dress and grooming:** Please plan to dress as you would when attending a congregation meeting. At all times, brothers should wear clothing that is clean, neat, tasteful, and modest.

**Pioneers:** Elders serving as regular pioneers will be credited 20 hours toward their monthly hour requirement. This credit plus the total number of hours actually spent in field service cannot exceed the monthly goal of 70 hours. Those serving as special pioneers will be given a credit equivalent to one-quarter of their monthly hour requirement.

We understand that it may be challenging for some to arrange their personal affairs to attend this school. However, we encourage you to make every effort to be there. This will afford you a wonderful opportunity to grow in love and appreciation for Jehovah, the Grand Instructor. (Isa. 30:20) You will also receive valuable training in 'shepherding the congregation of God, which he purchased with the blood of his own Son.' (Acts 20:28) Please be assured of our continual prayers in your behalf.

Your brothers,

Christian Congregation of Jehovah's Witnesses

List #1 (References to read before arriving on the first day of the school)

- Rbi8 1-14
- w07 8/1 4-7; w91 5/15 29-30
- g87 12/8 24-26
- be 27-38
- ks10 2:2-9
- od 5-27, 36-37, 41-42, 46-48, 159-163
- it-2 5-20 (Jehovah); it-2 52-57 (Jesus Christ); it-2 305 (Man, pars. 2-3); it-2 1008-1012 (Sovereignty)
- Congregation Bible Study Material for the week

List #2 (Publications and references needed during the week of the school)

- New World Translation of the Holy Scriptures - With References (Rbi8)
- "Shepherd the Flock of God" (ks10)
- Organized to Do Jehovah's Will (od)
- Benefit from Theocratic Ministry School Education (be)
- "Come Be My Follower" (cf)
- Insight on the Scriptures, Volumes 1 and 2 (it-1, it-2)
- Worship the Only True God (wt)
- w08 8/15 19 pars. 10-12; w04 3/15 15 par. 2; w98 2/1 21; w96 7/1 9, 14-18, 21-24; w96 3/15 10 par. 5; w96 3/15 24-27; w95 5/15 25; w90 9/1 23-28; w90 8/15 10-15; w89 2/1 10-20
- km 2/07 8; km 2/03 5; km 2/92 7 par. 3; km 6/90 8; km 5/86 7-8
- Theocratic Ministry School material for the assigned week.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

April 4, 2012

TO ALL BODIES OF ELDERS

Re: Answers to questions about preaching in the foreign-language field

Dear Brothers:

This letter provides clarification to the direction given in our letter dated December 4, 2009, to all bodies of elders.

**How much territory should a foreign-language congregation or group endeavor to work?** The elders should be modest in making this decision. They should direct the publishers and pioneers to focus on the areas where there is a high concentration of those who speak the language of the congregation or group. In addition, since new ones will need to be directed to the congregation in order to progress, areas within a reasonable traveling distance to the Kingdom Hall should receive the greatest attention. Once or twice a year, the elders may arrange to work more distant areas. The elders should direct the coverage of the territory so that the publishers and pioneers use their strength and valuable resources productively.—1 Cor. 9:26.

**Can a foreign-language group engage in the preaching work outside the territory boundary of their sponsoring congregation?** Yes. The service overseer of the sponsoring congregation would take the lead in contacting the service overseers of nearby congregations that have a large number in their territory who speak the language of the group. He should be modest in determining the number of congregations he will contact so that the group does not attempt to cover more territory than is reasonable. Good communication between the bodies of elders and the traveling overseer(s) involved will ensure that all language groups receive a fine witness.

**May a foreign-language congregation or group request help to locate those who speak their language?** Yes. When the congregation or group is ready to begin preaching in another area, the service overseer may contact the body of elders of the congregation there and request assistance. The body of elders would then make an announcement requesting the publishers to give the addresses of any who speak that language to the service overseer. He will pass any addresses he receives to the group or congregation requesting help.

**When should the *Please Follow Up* (S-43) form be filled out? How is it submitted?** The *Please Follow Up* form is used when a person who speaks a foreign language shows *definite interest*. This allows the interested person to receive immediate attention. The *Please Follow Up* form is also used when we meet a deaf person, even if we cannot determine whether he is interested. Submit the form to the congregation secretary. If he knows which congregation to send it to, he may promptly forward it to the elders of that congregation so that they can arrange to care for the interest. If the secretary cannot determine the congregation, he will forward the form to the branch office.—*km* 5/11 p. 3.

We look to Jehovah to bless our efforts to assist persons "out of all the languages of the nations" to hear the good news. (Zech. 8:23) Please accept an expression of our warm Christian love.

Your brothers,

*Christian Congregation*
*of Jehovah's Witnesses*

4/4/12-E

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters for Bodies of Elders* (S-22) at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

April 5, 2012

TO ALL CONGREGATIONS

Re: Searching for congregation meeting locations and times on jw.org

Dear Brothers:

We are pleased to announce that publishers and members of the public are now able to search for congregation meeting locations and times using jw.org. Starting with the 2013 Memorial season, the location and time of a congregation's Memorial will also be displayed. In many countries, an option to view a map and get directions to the congregation's meeting place will also be available.

The Congregation Meeting Search feature will be available to Internet users by navigating to www.jw.org on an Internet browser and clicking on the "Meetings" link under the "Lookup" tab. Click on the "Help" link at the top of the screen to view more information about how to use the feature.

We trust that this new feature will prove helpful, making it easier for you to attend meetings when you are visiting other areas or countries. Please accept an expression of our warm love and greetings.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

cc: Assembly Hall Committees
District Convention Committees
Hospital Liaison Committees
Regional Building Committees
Traveling overseers

PS to body of elders:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above-noted subject has been posted on the information board. For some time, this jw.org feature has been available only to jw.org users with the Search for Congregation Meetings role. Although it will no longer be necessary to log in to jw.org in order to search for congregation meeting information, meeting information of some congregations will not display to the public. Therefore, the Search for Congregation Meetings role has been renamed "Search for Additional Congregation Meeting Places." Only logged-in users with the Search for Additional Congregation Meeting Places role will be able to access congregation information that is not available to the public. Only ministerial servants or elders with a jw.org account should be given this role. Any jw.org users currently assigned the Search for Congregation Meetings role have automatically been assigned the Search for Additional Congregation Meeting Places role.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

April 9, 2012

TO ALL BODIES OF ELDERS

Re: Procedures when legal issues are involved

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Dear Brothers:

1. This letter replaces the letters dated July 1, 1989, November 20, 1996, March 24, 2000, September 27, 2004, November 1, 2005, March 1, 2007, and December 12, 2008, to all bodies of elders. Those letters should be removed from the congregation permanent file of policy letters and be destroyed. *No one should keep originals or copies of any of those letters.*

2. Elders carry a heavy responsibility in these "critical times." (2 Tim. 3:1) You must teach and shepherd the flock, set a good example in field service, maintain good spiritual habits, and care for your families' spiritual, emotional, and physical needs. We very much appreciate and commend you for your sincere efforts to care for each of these responsibilities.

3. Your task is made more challenging by the fact that we live in a complex society in which people have become increasingly proud, greedy, and litigious. (2 Tim. 3:2-4) Further, in response to growing social problems, governments at times enact laws that impose additional responsibilities on the ministers of all religions. As Christians, we recognize Jehovah's supreme authority and obey laws of the land that do not conflict with God's law. (Matt. 22:21; Rom. 13:1, 2) It is therefore important that as elders you act wisely and with discernment and always follow the organization's procedures and directions for handling congregation matters that involve legal issues.—Prov. 2:6-9.

4. Direction on handling child abuse matters can be found in separate correspondence. However, we are now pleased to provide consolidated direction on handling other congregation matters involving legal issues. Please give this information your prayerful consideration.

## CONFIDENTIALITY

5. As overseers, you are often entrusted with knowledge of sensitive and confidential information. Elders must be careful **never to divulge confidential information to persons who are not authorized to receive it.** There is "a time to keep quiet" and a time when "your words should prove to be few." (Eccl. 3:7; 5:2) Proverbs 10:19 warns: "In the abundance of words there does not fail to be transgression, but the one keeping his lips in check is acting discreetly." Unnecessary spir-

itual and legal problems result when elders unwisely reveal matters that should be kept confidential. You must therefore give special heed to the counsel: "Do not reveal the confidential talk of another." (Prov. 25:9) When elders disregard this counsel, trust in the elder body is threatened.—*w96* 3/15 p. 18 par. 12; *w91* 11/15 p. 23 par. 19; *w87* 9/1 pp. 12-15.

6. If an elder were to breach confidentiality, he could subject himself and the organization to civil liability. In addition, an elder's breach of confidentiality could result in a legal waiver of the minister-communicant privilege or the attorney-client privilege. The minister-communicant privilege generally prevents an elder, under specific circumstances, from having to disclose confidential communications between the elder and a member of the congregation, and the attorney-client privilege generally protects an elder from having to disclose confidential communications between the elders and his attorney, including the Legal Department.

7. **Wireless communication:** It is also important to avoid *inadvertently* revealing confidential information. While what is presented at our meetings and assemblies is generally not confidential, on occasion meetings are held that are of a confidential nature. For example, the branch office may sponsor schools for congregation elders and ministerial servants held at a Kingdom Hall. On such occasions, cordless microphones should not be used.

8. When calling the branch office or when otherwise discussing confidential matters by phone with persons entitled to such information, make sure that no one—including family members—can overhear the conversation. For such conversations, it is permissible to use a cordless *digital* telephone. Cordless *analog* telephones do not provide adequate privacy and should not be used. If you are not certain whether you have a *digital* cordless telephone, it may be best to use a landline telephone. Therefore, please make sure that your telephone is not a cordless *analog* telephone.

9. Most cellular telephone providers today have replaced older analog networks with more secure digital networks. These signals are encrypted and considered to be secure from people seeking to monitor conversations. Therefore, cellular telephones may be used when calling the branch office or when discussing confidential matters with fellow elders.

10. **When someone seeks confidential information:** You should never reveal confidential information to anyone unless theocratic procedure requires it or the branch office has instructed you to do so. (Persons seeking confidential information may include an investigator, an attorney, a policeman, a detective, other law enforcement officers or government officials, school personnel, parties to a lawsuit, family members [whether they are Jehovah's Witnesses or not], and even other elders or other persons who may not be entitled to the information.) This applies to written materials and unwritten knowledge possessed by the elders. It applies to records pertaining to a particular case and general materials, such as letters from the organization, the *Shepherding* textbook, and the *Organized* book. Even when secular authorities request confidential information, you are not obligated to answer questions before consulting the branch office. (*ks10* chap. 6 par. 19) You should then ask to speak to the Legal Department. Oftentimes secular authorities request confidential information to which they are not legally entitled. Thus, you could subject yourself and the organization to civil liability if you reveal such confidential information.

11. If any unauthorized person seeks confidential information from you, simply state: "As a minister I have a duty to keep certain matters confidential and must consult my attorney before answering any questions." There is no need to state that you will be contacting the Legal Department. If the inquiring party presses for more information about a confidential matter or for the identity of your attorney, do not be intimidated by threats and do not make any other statements. Simply ask for the person's name, telephone number, title, and the office he represents, and tell him that you

will need to talk to your attorney before you respond to his request. Then, call the Legal Department immediately for legal direction.

12. **Subpoenas:** A subpoena or subpoena duces tecum is an official written demand for oral testimony or records. If you receive a subpoena, or if you hear that one may be issued seeking oral or written information from someone concerning a congregation matter, call the Legal Department immediately. If possible, have the subpoena that has been served on hand when you make the call, and be prepared to fax a copy of it. **Never turn over records, notes, or other documents or reveal any confidential matter** sought by subpoena without first receiving legal direction from the Legal Department. Many documents and records in congregation files may be protected from disclosure based on the minister-communicant privilege or the attorney-client privilege. If you receive a subpoena intended for someone else, call the Legal Department immediately, even before you contact the party for whom the subpoena was intended. If someone threatens to get a subpoena for congregation-related records or testimony, call the Legal Department immediately, even if no actual subpoena has yet been served.

## CRIMES AND CRIMINAL INVESTIGATIONS

13. **Handling reports of the abuse of elderly and disabled persons:** At times, the law may require ministers to report the abuse of elderly and disabled persons to the authorities. Elders should therefore call the Legal Department for legal advice whenever they receive an allegation that an elderly or disabled person has been abused. The types of adult abuse that are reportable to authorities differ from state to state. Adult abuse can be physical, sexual, or emotional and can include neglect or abandonment by a caretaker, self-neglect, forced labor, and financial or other types of exploitation. Some states define “elderly” as anyone 60 years of age and older; others specify over 65. In some states adult abuse reporting statutes apply to disabled persons who are 18 years old or older. In any event, we want to do all we can to protect elderly and disabled persons from harm, in harmony with the principles of God’s Word that direct us to have tender compassion for disadvantaged ones.—Ps. 72:13, 14.

14. **Handling reports of other crimes:** When the elders learn of alleged criminal activity on the part of one of Jehovah’s Witnesses or someone associated with the congregation as the accused or the victim, they should immediately call the Legal Department. In some cases, the elders will form a judicial committee to handle alleged wrongdoing that may also constitute a violation of criminal law (e.g., murder, rape, child abuse, fraud, theft, assault). Generally, the elders should not delay the judicial committee process, but strict confidentiality must be maintained to avoid unnecessary entanglement with secular authorities who may be conducting a criminal investigation of the matter. For example, even the fact that a judicial committee has been formed should not be disclosed to persons not entitled to know. (*ks10* chap. 6 par. 18) In addition, the Legal Department should be contacted for legal advice on how to protect confidentiality that is specific to the circumstances of the case.

15. **Search warrants:** Elders should never give consent for anyone to search a Kingdom Hall or any other place where confidential records are stored. Conscientious elders do all they reasonably and peaceably can to preserve the confidentiality of the congregation in harmony with the principle set out in Acts 5:29. However, law enforcement officers do not need your consent if they have a search warrant. A search warrant is a court order authorizing the authorities to search certain premises to locate evidence that may be used in a criminal prosecution.

16. If a law enforcement officer claims to have a search warrant, ask to see and read it. If your request is denied, tell the officer that you do not consent to the search, but do not try to physically stop him. Then, whether you have been allowed to read the search warrant or not, call the Le-

gal Department immediately for legal advice. If for some reason you are not allowed to call or you are unable to contact the Legal Department at that moment, call as soon as possible. If the authorities threaten to get a search warrant to look for congregation records or other confidential information, call the Legal Department immediately, even if the warrant has not yet been issued.—*ks10* chap. 6 par. 19.

17. **Restraining orders or orders of protection:** At times an individual will obtain a restraining order or order of protection against someone else. The elders should not try to read, understand, or enforce a restraining order between private parties, and neither should an elder try to provide legal advice. If anyone asks the elders any questions about the restraining order, politely tell the person that a restraining order is a personal legal matter that does not involve the congregation. Thereafter, the elders should call the Legal Department immediately for direction.

## DISRUPTIVE INDIVIDUALS AT CONGREGATION MEETINGS

18. It is best to ignore trivial or minor disturbances created by individuals at congregation meetings. But if an individual persists in this course of action and is distracting others, two elders should ask him to leave. If a second elder is not readily available, a mature ministerial servant can be asked by an elder to join him. If the disruptive individual refuses to leave, you should inform him that if he does not leave and continues to distract others, you will contact the police to have them deal with him. If the individual does not cooperate, you should telephone the police. When the police arrive, you may inform them that the individual is causing a disturbance and that his implied invitation to attend the meeting has been revoked. You may also inform the police that you are willing to file trespassing charges if it seems prudent and necessary under the circumstances. If you feel the need for further direction, please contact the Service Department.

19. Elders wisely avoid being provoked into physically removing a disruptive person from the premises, as the individual may be attempting to create a basis for legal action. Thus, the elders should generally not try to forcibly remove a disruptive individual from the Kingdom Hall. If an individual is violent from the outset, the police can be called immediately. There is no need to warn him. In the event that a person is physically attacked, that person has the right to defend himself from harm, and the elders should do what they reasonably can to help protect the individual. If those who are being physically attacked are unable to flee from an assailant who appears determined to cause injury, a Christian may try to ward off such attacks and even strike out in defense if necessary. Of course, any such defensive action would be solely to protect oneself or others from the attacker until the police arrive.—*g91* 7/8 p. 13; *g87* 11/22 p. 28.

## SUICIDES AND ATTEMPTED OR THREATENED SUICIDES

20. At times, judicial committees may deal with someone who is so distraught that he attempts or threatens to commit suicide. In such cases it may be best for the committee to suspend the hearing and focus on helping the person to regain his balance. In any event, the elders should treat the person with extreme thoughtfulness and kindness.—*ks10* chap. 5 par. 4; chap. 6 par. 16.

21. In addition, elders should immediately call the Legal Department for legal direction whenever they learn of an actual suicide, a threatened suicide, or an attempted suicide, since legally this is also defined as self-murder or felo-de-se. Whether a family member or close friend with knowledge of the suicide threat or suicide attempt reports it to authorities is a personal decision for him to make. (Gal. 6:5) Elders should not discourage anyone from reporting the matter. Family members who are aware of the suicide threat or attempt should be encouraged to take positive steps to prevent the person from harming himself.

## WHEN LAWSUITS ARE THREATENED

22. Elders should call the Legal Department immediately when they learn of any threatened legal action or actual lawsuit against the organization, congregation, or elders. If you are contacted by an attorney or the media regarding a threatened or actual lawsuit before you have had an opportunity to call the Legal Department, get the caller's name, law office name, telephone numbers, deadline, and cause of action, and let the caller know you will try to call them back before that deadline. Then call the Legal Department immediately for assistance. No elder should make any statement about the merits or validity of an actual or threatened lawsuit before calling the Legal Department.—*ks10* chap. 6 par. 18.

## CHILD CUSTODY

23. A packet of legal material is available to assist publishers who are involved in lawsuits over child custody and visitation matters in which our religion is under attack. The packet should be requested by the *body of elders only* in a case in which it is evident that the publisher's religious beliefs will be at issue. For those facing secular issues on child custody or visitation, helpful information can be found in the October 2009 *Awake!,* pages 21 and 27; the December 8, 1997, *Awake!,* pages 3-12; the chart found in the April 22, 1991, *Awake!,* page 9; and the October 22, 1988, *Awake!,* pages 2-14.

24. Elders should not make any promises to publishers about the organization's involvement. If a publisher requests the packet, please determine the following before calling the Legal Department to request a packet:

- **Is there litigation?** In other words, has someone been served with papers to appear in court? If litigation has not begun, the Legal Department will not send the packet. It is better if the parties can settle the issue between themselves without going to court. Sending the packet prematurely may give the impression that we are encouraging litigation.
- **Is the litigation between the two biological parents?** Sometimes the litigation involves a parent and grandparent, two sets of grandparents, parent and step-parent, and so forth. The packet is specifically crafted to address *only* the law that applies to biological parents. It will not apply to any other situation and will not be sent in such cases. Nevertheless, if it appears one party is actively using a religious issue against the other, you may write to the Legal Department to explain the extenuating circumstances and inquire whether any type of assistance would be available.
- **Is the publisher requesting the packet one of Jehovah's Witnesses in good standing?** Unbaptized publishers, advanced Bible students, or baptized persons on judicial restrictions will be considered on a case-by-case basis. In the judgment of the elders, would it shock or upset the congregation if they learned that the organization was helping this person? If so, a packet will not be sent.
- **Is the other party to the litigation *not* one of Jehovah's Witnesses?** This includes those who were never in the truth as well as disfellowshipped and disassociated persons. However, the packet will not be sent if both parties are Witnesses, even if the other party is currently inactive and not leading a Christian life. Nevertheless, if it appears one parent is actively using a religious issue against the other, you may write to the Legal Department to explain the extenuating circumstances and inquire whether any type of assistance would be available.
- **Is there a religious issue?** Does the non-Witness party allege that the Witness is not a fit parent because she will not allow the children to celebrate holidays, get a college education, receive a blood transfusion, participate in school sports, or associate with anyone outside of the congregation? Does he allege that exposure to two religions will confuse

the child or that Jehovah's Witnesses are a cult? If disfellowshipped, does he allege that he will be alienated from his children because of being "shunned?" If these or similar religious issues are not present in the litigation, the packet is not appropriate and will not be sent.

25. If the answer to all five questions is yes, a packet may be requested. Please be prepared to provide the names of the parents and their attorneys; the number of children involved and their respective ages; the spiritual condition of the Christian parent; a brief description of the facts, including any apostate involvement; and the status of the litigation. If the answer to all five questions is not yes, please explain to the publisher why a packet will not be requested at this time. If circumstances change, this matter can be revisited. The *Awake!* issues listed previously may still be helpful to an individual who does not qualify to receive a packet.

## VEHICLE ACCIDENTS

26. When elders become aware that a publisher driving a vehicle in the ministry, traveling to or from a meeting, or engaging in any other theocratic activity was involved in a vehicle accident resulting in a death or serious injury, the elders should immediately call the Legal Department. If you are contacted by anyone (attorney, other driver, passenger, investigator, or policeman) who requests a statement, you should not discuss the accident or publishers involved. You should simply ask for the caller's name, telephone number, title, and the office he represents and tell him that you will need to talk to your attorney before responding to any questions or inquiries. There is no need to state that you will be contacting the Legal Department. You should then call the Legal Department immediately for further direction on how to proceed.

## WHEN A PUBLISHER HAS A PERSONAL LEGAL QUESTION

27. At times, publishers may approach elders with personal legal questions. Elders should not give legal advice to publishers. Kindly tell the publisher that you are not qualified to give legal advice and suggest that he consult his own legal counsel. Of course, if an elder happens to be a lawyer, he may have clients who are Jehovah's Witnesses. In such cases, it is the elder's professional qualifications, and not his position as an elder in the congregation, that enable him to provide legal advice in his professional capacity to a fellow Witness. Any professional services that he renders would not be sponsored by the congregation but would be a private arrangement between a legal professional and his client. *Additionally, elders should never direct or suggest that publishers call or write the Legal Department to receive legal advice and direction regarding personal matters.*

## NONNEUTRAL ACTIVITY

28. When reporting to the branch office that an individual has disassociated himself by engaging in nonneutral activity, the wording on the report should be in harmony with Scriptural guidelines. Please use such expressions as "violated neutrality" or "took a nonneutral course." Isaiah 2:4 and John 15:17-19 support these descriptions. Other expressions should not be used. The same caution is to be exercised in all correspondence with the branch office or with other congregations.—Each elder should make the following notation next to the last bullet in paragraph 3 of chapter 9 in the *Shepherding* textbook: "See letter dated April 9, 2012, regarding procedures when legal issues are involved."

## WITNESSING DIFFICULTIES

29. **Courtesy telephone notifications before working in the door-to-door ministry:** Prior to engaging in the public ministry, publishers (1) should not obtain a permit or register with police or municipal officials; (2) should not physically go to any police station or government office; and (3) should not provide the police or municipal officials, whether in person, by fax, or by mail, any

papers, forms, lists, or other documents. Of course, if your congregation has received previous direction from the Legal Department regarding courtesy telephone notifications, you should continue to abide by that direction.

30. In the unlikely event that a publisher is stopped by the police while engaged in the door-to-door ministry and is directed to obtain a permit, to provide prior notification in person or by telephone to police or any other municipal official, or to respond to demands for any other information, the publisher should not get involved in a discussion of his legal rights in an attempt to resolve the matter. Rather, he should promptly and politely leave the territory if directed to do so. (Rom. 12:18) The publisher should then inform the body of elders of any such incident. Thereafter, please immediately contact the Legal Department for further direction rather than trying to resolve the matter on your own.

31. **"No Trespassing" signs at individual dwellings:** As a general rule, householders have a right to privacy and the right to prohibit anyone, including publishers, from entering their property by posting a "No Trespassing" sign. Publishers need to be aware of the possible consequences of ignoring a "No Trespassing" sign. If publishers call at a home or enter the grounds around a home where a "No Trespassing" sign is posted, they may be subject to criminal prosecution and resulting monetary sanctions and/or incarceration. Fines in some states are very high, and incarceration for any length of time can be extremely traumatic. To be prosecuted for such conduct is a real possibility and a serious matter. In addition, we are living in litigious times. Publishers ignoring a posted directive to stay away may also face civil liability if sued by an irate householder. (Matt. 10:16) Publishers should keep in mind that if they decide not to go to a particular door because of a posted "No Trespassing" sign, other means of contacting the homeowner are available, such as telephone witnessing and letter writing.—*km* 1/10 pp. 4-6; *km* 5/02 p. 7.

32. **"No Trespassing" signs in communities and apartment complexes:** It is important to note that a "No Trespassing" sign posted on a *home* may be viewed differently from a "No Trespassing" sign placed on a *public street* or at the entrance to a *community* or *apartment complex*. With that in mind, we have no legal objection to publishers preaching in subdivisions and apartment complexes in which they have not experienced difficulties with the authorities or the management, even if there is a sign posted at the entrance.

33. If you experience difficulties with the management of any subdivision or apartment complex, immediately comply with any demands to leave the territory and then write to the Legal Department providing the name and address of the subdivision or apartment complex, the name of the on-site manager (if applicable), a description of the difficulty, and the date(s) of the incident(s). On the other hand, if a *resident* of a subdivision or apartment complex, rather than the *management,* applies a posted sign to our ministry or insists that we cannot preach in the complex, you may wish to mark the individual as a do-not-call and return to preach at another time.

34. **"No Soliciting," "No Peddling," or "No Canvassing" signs:** "No Trespassing" signs are different from signs such as "No Soliciting," "No Peddling," or "No Canvassing." If a *municipality* endeavors to enforce the application of such signs to our preaching activity, please contact the Legal Department. However, if a *householder* at any time informs a publisher that such a sign posted on his property applies to our ministry, the publisher should assure the householder that future calls at his home will cease.

35. **"Do-not-calls":** If a householder insists that no further visits be made by Jehovah's Witnesses, the home should be listed in a special telephone territory for the elders to call annually to

determine if there has been any change in the occupant's attitude toward our ministry. Such direction would apply whether or not the householder has posted a sign indicating his wishes.

36. Elders bear a heavy responsibility in ministering to the needs of the Christian congregation while observing confidentiality and complying with Caesar's laws. (Rom. 13:1-4) We trust that the information in this letter will help you carry out this responsibility. Please be assured of our love and prayers, and may Jehovah continue to bless you as you shepherd his flock.—1 Pet. 5:1-3.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters for Bodies of Elders* (S-22) at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

April 10, 2012

TO ALL BODIES OF ELDERS

Re: Pornography

Dear Brothers:

This letter replaces the letters dated December 15, 2011, and June 7, 2006, to all bodies of elders. Those letters should be removed from the congregation permanent file of policy letters and be destroyed.

**Helping others break free from pornography:** When the body of elders learns that a publisher has deliberately viewed pornography, they should assign two elders to meet with him. The assigned elders will need to identify the extent of the problem. If married, the brother should be encouraged to reveal the matter to his wife. After the initial investigation, the assigned elders should provide an update to the body of elders. The body of elders will determine whether the matter needs the attention of a judicial committee. If the publisher is a pioneer, a ministerial servant, or an elder, the body of elders will consider whether they feel he still qualifies to serve.

If the body of elders determines the matter is not judicial, or if it is a case that requires a judicial committee but the individual is repentant, two elders should be assigned to give ongoing assistance. The frequency and nature of the visits with the brother will depend on the extent that he has viewed pornography. If he viewed it only on a few occasions, it may be that a number of brief visits over a period of a few months are all that is needed to help him regain his spiritual balance. (Ps. 73:2, 14) For others, more extensive help with several visits over a longer period of time may be required. There are many Bible-based articles in the *Watch Tower Publications Index* or *Watchtower Library* that can serve as a basis for their discussions with him. Every effort should be made to help him reestablish a good spiritual routine of prayer and personal study. When dealing with a married brother, the elders will need to provide the wife with spiritual assistance and comfort by including her in one or more shepherding visits along with her husband.

**When the viewing of pornography becomes judicial in nature:** The March 15, 2012, issue of *The Watchtower,* pages 30 and 31, expanded our definition of abhorrent forms of pornography. Thus, the December 15, 2011, letter to all bodies of elders directed that the third bullet point in paragraph 14 of chapter 5 in the *Shepherding* textbook be modified to include the underlined text below:

- **An entrenched practice of viewing, perhaps <u>over a considerable period of time</u>, abhorrent forms of pornography that is sexually degrading.** Such pornography may include <u>homosexuality (sex between those of the same gender), group sex, bestiality,</u> sadistic torture, bondage, gang rape, the brutalizing of women, or child pornography. Brazen conduct would be involved if the offender was promoting such material, such as by inviting others to view it, thus giving evidence of a brazen attitude.—<u>*w12* 3/15 pp. 30-31;</u> *w06* 7/15 p. 31.

When an individual (brother or sister) has 'given himself over' to this unclean practice, as evidenced by his persistently viewing abhorrent pornography, the matter has escalated to gross uncleanness with greediness and needs to be handled judicially.—Eph. 4:19.

When judging whether a matter is judicial, a key factor for the body of elders to consider is the content of the pornography, and not the gender of the one who viewed it. For example, it is equally wrong for a man or woman to watch two women engaged in sexual activity as it is for a man or woman to watch two men engaged in sexual activity. An entrenched practice of viewing, perhaps over a considerable period of time, abhorrent forms of pornography that is sexually degrading calls for the attention by a judicial committee because it is gross uncleanness. (Gal. 5:19-21) In such a case, the publisher would automatically be disqualified from special privileges of service.

What if a publisher viewed pornography that is not abhorrent? One persisting in this practice would not be considered as exemplary and thus would not qualify for special privileges in the congregation. (For an explanation of special privileges, please see the *Shepherding* textbook, chapter 7, paragraph 19.) However, he would not be dealt with judicially unless he is promoting it or encouraging others to view it with him, as this would give evidence of a brazen attitude characterizing loose conduct. It is important for elders to remember that how they handle each individual case depends on the unique circumstances. Their judgment must be solidly based on God's Word and the direction provided by the faithful and discreet slave class.—2 Chron. 19:6.

**Consideration of qualifications to continue serving in an appointed position:** If a pioneer, a ministerial servant, or an elder has deliberately viewed pornography, the two elders assigned to help him will want to obtain the answers to the following questions: (1) Did he come forward voluntarily? (2) Did it consist of a few brief incidents, or was it a practice spanning many months, or even years? (3) What type of pornography was he looking at? (4) Was it accompanied by masturbation? (5) When was the last time he viewed it? (6) Was he ever counseled about viewing pornography? (7) If he is married and his wife is aware of his problem, what effect has this had on her? (8) Who else is aware of the problem? (9) Does he still have their respect? (10) Does he demonstrate an earnest desire to desist from viewing pornography? (11) Does his conscience allow him to continue serving in an appointed position?

The body of elders may determine that the person still qualifies to serve in an appointed position if (1) his involvement consisted of a few brief viewings, (2) he displays a heartfelt desire to desist from looking at pornography in any form, (3) the elders are convinced that he will refrain from viewing it, (4) he retains the respect of others who are aware of what he did, and (5) his conscience allows him to do so. If the body of elders is unsure whether a brother continues to qualify, they should discuss the matter with the circuit overseer at his next visit if the visit is in the near future. Otherwise, they should write the branch office for direction, providing answers to the above questions along with their recommendation.

On the other hand, if a person has developed a pattern of seeking pornography, or on a few occasions has viewed abhorrent forms of pornography, this would disqualify him from serving. If the brother is serving as an elder or a ministerial servant, the body of elders should recommend his removal at their earliest convenience. When writing, they should clearly explain to the branch office the reasons for their recommendation. They should state whether the brother is in agreement with the decision. If he is not, they should ask him to put his reasons in writing and include his letter with their correspondence. (*ks10* chap. 3 par. 25) If the person is serving as a regular pioneer only, the elders should inform him, the congregation, and the branch office of the deletion in the usual manner.

**Recommending an elder or a ministerial servant to serve again who has been deleted in the past for viewing pornography:** Before consideration is given to recommending such a brother for reappointment, he must (1) have demonstrated over a sufficient period of time that he has gained the mastery of the problem and (2) have the respect of the congregation, including his family. If so, and the brother was previously serving as an elder, it must be decided whether to recommend that he first serve as a ministerial servant. An elder may have been deleted because he was involved in viewing pornography, but since he was not entrenched in viewing *abhorrent* pornography, no judicial action was taken. Still, his viewing of pornography for a prolonged period manifests a serious moral weakness. (*ks10* chap. 3 par. 10) Thus, in most cases, it would be best to appoint such a former elder first as a ministerial servant. (Jas. 3:1) Allowing him first to serve again as a ministerial servant for a time will give the elders further assurance that he can be relied upon to set a good example in his conduct and teaching. It also allows more time for the congregation to build up their confidence in the brother once again.

What factors should be considered when deciding whether a former elder could be recommended to serve again *without* having to serve first as a ministerial servant? The body of elders will find it helpful to consider the following questions: (1) Was it only a few brief viewings of pornography? (2) Was his viewing limited to "nonabhorrent" forms of pornography? (3) Did he take the initiative to confess to the elders? If so, the brother may be recommended to serve again as an elder. Consequently, the length of time and the intensity of the practice are key factors for the elders to consider.

There is no need for elders to reopen cases that have already been handled in the past. If you have questions regarding the handling of any of these matters, please write to the branch office with full details so we can assist you.

In view of the foregoing, each elder should make the notation "See letter dated April 10, 2012, to all bodies of elders regarding pornography" in the following areas of the *Shepherding* textbook:

- Next to paragraph 10 in chapter 3
- Next to the subheading "Situations That May Raise Questions About an Appointed Man's Qualifications" before paragraph 15 in chapter 3
- Next to the third bullet point of paragraph 14 in chapter 5

Please be assured of our many prayers on your behalf as you tenderly care for the flock of God.—1 Pet. 5:2, 3.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters for Bodies of Elders* (S-22) at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

April 22, 2012

TO ALL BODIES OF ELDERS

Re: Reading scriptures at the *Watchtower* Study

Dear Brothers:

In January 2008, all bodies of elders were provided direction on how to handle the reading of texts marked "read" when conducting the *Watchtower* Study. At this time, we are pleased to reissue that direction for the benefit of those not familiar with it.

*Should texts marked "read" be read by the assigned paragraph reader, or may someone else from the audience read such scriptures?* This decision is left to the judgment of the *Watchtower* Study conductor. Nevertheless, texts marked "read" should be read by someone who reads well.

*When should texts marked "read" be read?* For the most part, this is being left to the discretion of the *Watchtower* Study conductor. At times, texts marked "read" will be cited at the very beginning of a paragraph, such as in a verse-by-verse consideration of a Bible passage. In that case, the texts should be read before the reading of the paragraph. However, other texts marked "read" might be read before the question is asked, particularly if the answer to the question is found in the scripture. Still other texts marked "read" may be read at some point during the general discussion of the material when other cited verses are considered. Please note that whereas in our audio recordings of *The Watchtower* texts marked "read" are read at the point that they are cited in the paragraph, this is not a pattern to be followed in the congregation *Watchtower* Study. At our congregation meetings, paragraph reading should be uninterrupted.

It will be advantageous for bodies of elders to review periodically the direction in the *Shepherding* textbook, chapter 2, paragraphs 24 and 25. In view of the foregoing, each elder should make the notation "See letter dated April 22, 2012, to all bodies of elders regarding reading scriptures at the *Watchtower* Study" next to the fifth bullet point of paragraph 25 in chapter 2 of the *Shepherding* textbook. For the meaning of the word "compare" when used before a cited scripture text, please refer back to *The Watchtower* of January 15, 2008, page 3, paragraph 4.

Please be assured of our appreciation for the fine work of *Watchtower* Study conductors in helping congregations get the sense of the spiritual food being supplied at the proper time. We send our warm Christian love and best wishes.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation's permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters for Bodies of Elders* (S-22) at this time as well.

4/22/12-E

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

May 1, 2012

TO ALL CONGREGATIONS

Re: Assembly and convention programs on jw.org

Dear Brothers:

We are pleased to inform you that a PDF file containing program information for the 2012 district convention has been posted on the jw.org Web site. Information for future district convention programs will be posted on the site in April each year. Information for the circuit assembly and the special assembly day programs will be posted in July each year. Each PDF file will provide the title of the talks, one or two key scriptures for each title, the song numbers that will be used, and the timing of each talk.

Your having this information well before attending the event will allow you the opportunity to reflect on the talk titles and to practice the songs, perhaps even incorporating this as part of your Family Worship evenings. For example, one family received a copy of the program before attending their assigned district convention and arranged a project for their Family Worship evening. For each talk, the parents prepared questions that the children could try to answer during the convention. The anticipation helped the children to concentrate during the convention program as they listened for the answers. As a result, the children enjoyed the program much more. The parents also benefited by using this time to prepare their heart.—Ezra 7:10.

Our knowing the exact time of each talk will be helpful during the invitation campaign, since some interested people may want to attend only the talk featured on the invitation.

The PDF files will be posted under the "Downloads" tab of the jw.org Web site on the "Digital Publications/Books and Brochures" page. We trust you will benefit from having the time to prepare your hearts for upcoming district conventions and assemblies.

We send our warm Christian love and best wishes.

Your brothers,
*Christian Congregation*
*of Jehovah's Witnesses*

cc: Traveling overseers

PS to coordinator of the body of elders:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above subject has been posted on the information board.

WATCHTOWER
Bible and Tract Society of New York, Inc.
100 Watchtower Drive, Patterson, NY 12563-9204, U.S.A.
Phone: (845) 306-1000 Fax: (845) 306-0309

May 15, 2012

TO ALL CONGREGATIONS IN THE UNITED STATES BRANCH TERRITORY

Re: Guest rooming for publishers visiting Bethel

Dear Brothers:

In July 2010, we were very pleased to begin a temporary arrangement whereby those visiting Bethel could request guest accommodations at the Bossert residence building in Brooklyn, New York. In just under two years, over 30,000 of our brothers and sisters have been able to take advantage of this arrangement when visiting the world headquarters and the U.S. branch facilities, and we have truly been delighted to accommodate them.

In view of the eventual sale of the Bossert, it will be necessary to discontinue the aforementioned guest rooming arrangement on September 30, 2012.

While the Bossert will no longer be available, there will continue to be several alternatives for those wishing to visit Bethel and who need accommodations. Please contact a member of your Congregation Service Committee for this information, including the *2012 Bethel Visitors Lodging and Car Rental List.* We trust this will be helpful to you in preparing for your visit.

Please be assured that the sacrifices that are made to come and see our Bethel facilities are deeply appreciated. (Ps. 84:10) May Jehovah continue to bless your efforts as you support Kingdom interests.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

cc: Traveling overseers

PS to coordinator of the body of elders:

At the next Service Meeting, please arrange for an announcement to be made to the congregation that a letter on the above subject has been posted on the information board. A copy should be placed in the congregation file along with other material related to visiting Bethel in 2012. Any *Brooklyn Guest Room Request* forms that you may have on file should be destroyed after September 30, 2012.

WATCHTOWER
Bible and Tract Society of New York, Inc.
100 Watchtower Drive, Patterson, NY 12563-9204, U.S.A.
Phone: (845) 306-1000 Fax: (845) 306-0309

May 15, 2012

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Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

cc: Traveling overseers

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Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

May 16, 2012

TO ALL BODIES OF ELDERS

Re: *Monthly Congregation Accounts Report* and Service Meeting announcements

Dear Brothers:

This is to inform you that a new "Announcement" section has been added to the *Monthly Congregation Accounts Report* (S-30). Each month, the accounts servant should file the original *Monthly Congregation Accounts Report* in the current file with the corresponding *Accounts Sheet* (S-26). A copy of the *Monthly Congregation Accounts Report* should be supplied to the coordinator of the body of elders, who will review the announcement on page 2 of the report. **The announcement should be read to the congregation at the second Service Meeting of each month by the brother handling the announcements that week.** If the announcement cannot be made (for example, if the congregation has an assembly or a convention), the announcement may be made the following week. After the announcement is read to the congregation, the copy of the *Monthly Congregation Accounts Report* should be posted on the information board. The sample *Monthly Congregation Accounts Report* (S-30a) and *Instructions for Congregation Accounting* (S-27) have also been updated to reflect these adjustments.

This direction updates paragraph 4 of the article "New Congregation Meeting Schedule" in the October 2008 issue of *Our Kingdom Ministry* and the March 2, 2009, letter to all bodies of elders with regard to the accounts report. However, as a reminder, such announcements as field service arrangements and cleaning schedules should not be read from the platform but should be posted on the information board for viewing by the publishers. The elders should assign a brother, perhaps a ministerial servant, to personally remind the publishers when it is their turn to clean the Kingdom Hall.

Although there is no scheduled announcements part during the visit of the circuit overseer, please note that essential announcements, such as the aforementioned accounts announcement or judicial announcements, should be given at the beginning of the first scheduled part on the Service Meeting.

We send our warm Christian love.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

Please provide a copy of the revised forms to the accounts servant and confirm that he is aware of this new direction. This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters for Bodies of Elders* (S-22) at this time. Please note that although the direction contained in this letter updates the March 2, 2009, letter, that letter should remain in the congregation permanent file of policy letters for the time being.

5/16/12-E

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

May 17, 2012

TO ALL BODIES OF ELDERS

Re: Kingdom Ministry School

Dear Brothers:

It is our pleasure to inform you that preliminary arrangements are being made for a Kingdom Ministry School to be held from November 6, 2012, through January 6, 2013. The course will be approximately eight hours and will be **for elders only.**

In the coming months, your circuit overseer will inform you of the specific dates and location of the school that you will be assigned to attend. In the meantime, we kindly ask that you please do not call or write the branch office to request further information, since no additional details are available at this time.

Please note that the use of electronic tablets or laptop computers during class is not allowed. Of course, what each one does in preparation for the school is a personal matter.

We hope that this advance notification will assist you to schedule your affairs to be in attendance for this important spiritual instruction. Please accept an expression of our warm Christian love.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

PS to coordinator of the body of elders and secretary:

At the next congregation meeting, the coordinator of the body of elders should confirm that each elder is familiar with the contents of this letter. Likewise, the secretary should confirm that any elders who are appointed between now and the time of the school also have an opportunity to read this letter.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

May 20, 2012

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Congregation organizational documents

Dear Brothers:

As "the scene of this world is changing," we expect that the current economic climate and world events may at times affect the way in which congregations must interact with secular institutions. (1 Cor. 7:31) For example, because of stricter application of banking regulations and exemption statutes, congregations have experienced increased challenges in opening bank accounts and obtaining sales tax exemptions and real property tax exemptions. Often these difficulties result from congregations' inability to provide banks and agencies with "organizational documents." To address these problems and related Kingdom Hall ownership issues, we wish to provide the following updated direction.

Each body of elders should note the information contained in this letter—particularly concerning new direction on taking title to Kingdom Hall property. The instructions contained in the new *Congregation Organizational Documents Work Sheet* (S-128) will generally apply only to (1) new congregations, (2) congregations that do not have an existing corporation, and (3) congregations purchasing new Kingdom Hall property.

**Organizational documents:** Organizational documents describe how a corporation or association is organized and operated. Congregations with corporations already have such documents in the form of articles of incorporation and bylaws. Since ***nontitleholding congregations and those using trustees to hold title*** to real property do not have organizational documents, we are providing for their use sample articles of association and bylaws. These congregations are, by legal definition, "unincorporated associations." Once adopted and signed, a congregation's articles of association and bylaws should be kept in its file. If a congregation holds title to property by means of trustees, it should also keep its trustee documents up-to-date after adopting this additional document. Articles of association and bylaws should not be recorded with any government agency. However, a congregation's articles of association and bylaws should be submitted with its bank account or exemption applications to satisfy the organizational document requirement.

**Purchasing new Kingdom Hall property:** Congregations should no longer use the trustee arrangement to take title to new Kingdom Hall properties. Instead, it is preferred that a corporation be formed and title be taken in the name of the corporation. As an exception, congregations that already hold title to a property by trustees may purchase an additional property in the names of its current trustees for purposes of expansion. Inquiries about other possible exceptions should be directed to the branch office. This information updates the instructions regarding acceptable forms of ownership in paragraphs 9 and 10 of *Information Regarding Ownership of Kingdom Halls* (TO-36). Congregations that already hold title to Kingdom Halls should not change their form of ownership without consulting the branch office.

**Banking:** Up until now, all congregations have been directed to open their bank accounts as "unincorporated associations," whether or not they have corporations. The way that a new congregation opens its bank account(s) now depends on whether or not it has formed a corporation to take title to real property. If a new congregation has formed a corporation, it should open its bank account(s) as a *corporation*. A new congregation that does not intend to hold title to a Kingdom Hall property should open its bank account(s) as an *unincorporated association*. Congregations that have existing bank accounts are not being asked to make any changes to these accounts. The *Congregation Organizational Documents Work Sheet* (S-128) contains additional information on opening a bank account and obtaining an Employer Identification Number.

For your convenience, sample articles of association and bylaws and a sample banking resolution are available on the jw.org Web site under the "Documents" tab in the "Forms" section under the entry "Congregation Organizational Documents." Additionally, the *Congregation Organizational Documents Work Sheet* (S-128), *Congregation Instructions for Obtaining an Employer Identification Number* (S-129), and *Corporation Instructions for Obtaining an Employer Identification Number* (S-130) are available in the "Forms" section of the site. *Instructions for Congregation Accounting* (S-27) will also be revised. If assistance is needed after reviewing this material, please contact your Regional Building Committee (RBC). The RBC's Legal Department may be able to assess your situation and determine if the branch office should be contacted for further direction.

Please note the following questions that may arise in view of this updated direction:

**Q: Our congregation holds title by means of a corporation. Should we adopt articles of association and bylaws?**

**A:** No. Articles of association and bylaws are only for nontitleholding congregations and those that hold title using the trustee arrangement. Please note that for some types of corporations, corporate directors are called "trustees."

**Q: Our congregation holds title using trustees. Should we form and transfer title to a corporation?**

**A:** No. We recommend that congregations not change their form of ownership for currently-owned real property unless there is a compelling legal reason to do so.

**Q: Our congregation is not having any problems with our existing bank account. Are we expected to provide documents to the bank?**

**A:** No**.** There is no need to provide your bank with any organizational documents, unless requested.

**Q: Our congregation has a corporation and we have an existing bank account opened as an unincorporated association. Should we close that bank account and open a new one using our corporation documents?**

**A:** No. The direction on opening bank accounts using corporation documents applies primarily to new congregations. The branch office does not wish to burden elders with opening new bank accounts when there are no problems with existing accounts. If an existing congregation with

a corporation has good reason to open a new bank account, it may use its corporate documents to do so, assuming that the corporation's name is reasonably similar to the congregation's current name.

**Q: Our congregation will be opening a bank account as a corporation. Should we obtain an Employer Identification Number (EIN) in the corporation's name? Should we also have a second EIN as described in paragraphs 17 and 37 of *Information Regarding Ownership of Kingdom Halls* (TO-36)?**

**A:** If the corporation does not have an existing EIN or the Internal Revenue Service no longer has a record of it (generally after five years or so), a new EIN for the corporation should be obtained before opening a corporate bank account. There is no longer a need for the congregation to maintain a second EIN.

**Q: Why may our congregation's name appear truncated at times, for example, on the jw.org Web site?**

**A:** For space reasons and because of other technical limitations, at times the branch office may use an abbreviated form of the congregation's name. For example, on the jw.org Web site or in correspondence from the branch office, the Central Congregation of Jehovah's Witnesses, New York, New York, may be shown as "Central – New York NY." However, on any legal documents, the complete name should be used.

We very much appreciate your attention to these necessary changes. Please accept an expression of our warm Christian love.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

cc: Regional Building Committees
Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters for Bodies of Elders* (S-22) at this time as well.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

June 1, 2012

TO ALL CONGREGATIONS

Re: Simplified editions of *The Watchtower*

Dear Brothers:

The simplified English edition of the study edition of *The Watchtower* has met with great success. The one-year trial period has concluded, and you will be happy to know that the Governing Body has approved continued production of this edition of *The Watchtower*.

In addition, we are pleased to inform you that beginning with the issue of January 15, 2013, simplified French, Portuguese, and Spanish editions of *The Watchtower* will be produced for use during the *Watchtower* Study in those languages. These will be distributed about the same time as the regular study edition of *The Watchtower* in the respective languages. The simplified editions will be ideal for Bible students who need simpler, more direct language to understand spiritual matters. Also, young people will no doubt benefit from these, especially those attending congregation meetings in a language that is not their mother tongue. All those who wish to make use of this provision should place their standing request with the magazine servant as soon as possible. Thereafter, be sure to inform the magazine servant if there is a change in your circumstances or needs. These new editions will also be available in the public area of the jw.org Web site.

No doubt these simplified editions in additional languages will help even more people to gain a better understanding of the rich spiritual food found in *The Watchtower* and to grow in their relationship with Jehovah.

We send our warm Christian love and best wishes.

Your brothers,
Christian Congregation
of Jehovah's Witnesses

cc: Traveling overseers

PS to coordinator of the body of elders:

At the next Service Meeting, please arrange for this letter to be read to the congregation. Thereafter, it may be posted on the information board.

# INSTRUCTIONS FOR KINGDOM HALL OPERATING COMMITTEE ACCOUNTING

## GENERAL INSTRUCTIONS

1. **Bank account:** If two or more congregations share the use of the Kingdom Hall, a separate checking account should be set up exclusively for use by the Kingdom Hall Operating Committee to pay for all Kingdom Hall expenses, including loans incurred by the congregations for Kingdom Hall construction or renovation. Although this account will be cared for under the direction of the operating committee, it should be opened in the complete name of the titleholding congregation as outlined in *Instructions for Congregation Accounting* (S-27). However, a subtitle, such as "Operating Account," may be used. For example, "Central Congregation of Jehovah's Witnesses, New York, New York (Operating Account)." A copy of the titleholding congregation's EIN should be kept with the operating committee's accounts records. Bank statements should be mailed to the coordinator of the body of elders of the titleholding congregation. He should pass them directly to the chairman of the operating committee. The chairman should review the statement for any irregularities before giving it to the operating committee member handling the accounts.

2. Two signatures are required on each check. However, more than two brothers may be authorized as check signers. The operating committee decides who will sign the checks for the committee. The chairman should be one of those authorized to sign checks. Other members of the committee or perhaps one or two other elders may also be authorized to sign checks. However, the committee member handling the accounts would normally **not** be authorized to sign checks. Some banks may charge a fee to verify two signatures. Where this is true, it is not necessary to set the account up to have the bank verify two signatures. However, for internal control purposes, two brothers, including at least one member of the operating committee, should still sign the checks. If an ATM card is issued for the account, it must be a deposit-only card. No other ATM cards should be issued. Some banks also charge for returning paid checks. When this is the case, the committee can decide whether or not they need to have the physical checks or an image of these returned. Generally, if the operating committee has a savings account, received funds should be deposited to the checking account before any funds are transferred to the savings account.

3. **Funds-on-deposit arrangement:** The funds-on-deposit arrangement is not a banking arrangement. Rather, it is an arrangement wherein Kingdom Hall Operating Committees are encouraged to send excess, or presently unneeded, funds to the branch office instead of setting up a savings account, money market bank account, or certificate of deposit. (It is recommended that operating committees retain only sufficient funds to cover two to three months of average expenses or to meet the bank's minimum for free checking, whichever amount is greater. The rest can be considered excess.) Doing so makes such funds available for use in promoting Kingdom interests while the congregations are not using these funds. No interest is paid on such funds sent to the branch office. A resolution must be passed by the collective bodies of elders to begin participating in the arrangement, but subsequent deposits and withdrawals can be made at the operating committee's discretion. Such a resolution might state: "We resolve to make wise use of funds dedicated to Kingdom interests by regularly sending to the branch office any excess operating committee funds. It is understood that whenever a need arises for these funds, the elders may request that the funds be returned."

4. The *Record of Electronic Funds Transfer* (TO-62) is used to record both the **transfer of funds** to the branch office and the **return of funds.** Once the amount to be sent or returned is recorded on the form, it should be signed by one of those authorized to sign checks for the operating committee. Have the completed form on hand for reference when making the electronic transfer.

5. **Electronic funds transfers using the jw.org Web site:** All loan payments to the branch office are to be made by the Kingdom Hall Operating Committee from the operating committee checking account using the jw.org Web site. To initiate use of this arrangement, the operating committee must complete the *Authorization Agreement for ACH Debit/Credit Transactions* (TO-60) and send it to the branch office. Once the titleholding congregation receives an authorization letter from the branch office, a copy should be given to the operating committee. The operating committee may then begin making transfers using the jw.org Web site. If the operating committee changes the bank account used for jw.org Web site transactions, they must fill out a revised *Authorization Agreement for ACH Debit/Credit Transactions* and send it to the branch office as soon as possible.

6. **Receipts:** Normally, the only funds received by the Kingdom Hall Operating Committee are the monthly checks from each congregation using the Kingdom Hall for the previously agreed-upon amount. Since these checks are usually given directly to the operating committee member handling the accounts rather than placed in a contribution box, there is no need to complete a *Receipt* (S-24) form. Nonetheless, these funds should be listed as receipts on the *Accounts Sheet* (S-26).—See paragraph 15.

7. **Payments:** It is necessary to document payment transactions completely in order to comply with auditing requirements. The chairman or another member of the Kingdom Hall Operating

Committee *other* than the operating committee member handling the accounts should approve all normal operating expenditures by initialing the original invoices and receipts. The invoices or receipts for out-of-the-ordinary operating expenses (those still within the preapproved spending ceiling) should be initialed by the chairman of the operating committee. All other matters, such as large purchases of equipment or remodeling a Kingdom Hall, must be approved by resolution by the combined bodies of elders. With the possible exception of miscellaneous day-to-day items, cash should not be used to pay bills. Keep all approved invoices, receipts, and resolutions in the accounts records folder for that month. Please review the latest correspondence from the branch office relating to Internal Revenue Service Form 1099.

8. **Payments by check:** Checks should not be signed until they are filled in completely. Those making approved purchases should be reimbursed by check.

9. **Payments by electronic funds transfer:** Internet banking and electronic bill-payment services should not be used because they bypass the guideline requiring two approved check signers. However, telephone and utility payments can be made by electronic funds transfer when the vendor initiates the withdrawal of funds from the operating committee's checking account each month. This arrangement is usually set up by filling out an authorization agreement supplied by the company. Two signers on the account should sign the agreement and then place a copy on file. It is necessary to document electronic transactions completely, since there will be no return of paid checks. Such payments must be noted in the checkbook or on the check stubs. The latter can be accomplished by recording the date, payee, and amount of an electronic payment on the stub of the next check to be written. The balance brought forward from the previous stub should then be adjusted accordingly.

10. **Kingdom Hall Operating Committee accounting forms:** Forms used for operating committee accounting are available for download on the jw.org Web site. **Destroy older printings of forms when directed to do so by the branch office.**

### *ACCOUNTS SHEET* (S-26)

11. Begin each month with a new *Accounts Sheet*. Fill in the information at the top of the *Accounts Sheet*. Carry forward the "Ending Balance" amounts from the "Accounts Sheet Reconciliation" box for the month just completed by recording these as the "Balance Forward" amounts under the corresponding headings in the "Accounts Sheet Reconciliation" box for the new month. No balances are carried forward from the "In" or "Out" columns on the *Accounts Sheet* when a new month is started.

12. When recording funds received by the Kingdom Hall Operating Committee, including contributions made to the operating committee account, write in the **"Date" column** the actual date the funds were received by the operating committee member handling the accounts. Entries in the "Date" column for check payments should show the date written on the check. **Make entries as soon as possible after the transactions occur.** Do not hold them for entry at the end of the month. Use the **"Transaction Description" column** to describe the nature of the transaction and include the check number when a check is written or the confirmation number when an electronic funds transfer is made. The next column, **"TC" (Transaction Code),** defines categories, such as "C"—contributions received from the congregations, "E"—maintenance expenditures and utility payments, "I"—interest from a bank account, and "D"—deposits to a bank account. Additional codes may be used if needed. These codes will be helpful when summarizing information for the *Monthly Kingdom Hall Operating Committee Accounts Report* (S-44) at the end of the month.

13. Record on the *Accounts Sheet* only the receipts and disbursements that occur during that month. If contributions are received but not deposited before the end of the month, **do not combine contributions from one month with contributions from another month on one deposit slip.** Deposit the contributions for the month just ended on a separate deposit slip dated the last day of the month, and record the deposit on the *Accounts Sheet* for the month just ended. (The actual deposit date should be included in parentheses in the "Transaction Description" column of the *Accounts Sheet*.) If two sheets are necessary to record the transactions for one month, total the columns on the first *Accounts Sheet* and record the totals at the top of the second sheet with the transaction description "Totals Carried Forward."

14. After the final transaction for the month has been recorded, total all the "In" and "Out" columns. Total twice for accuracy. Record the totals, and transfer them to the corresponding lines of the "Accounts Sheet Reconciliation" box.

15. The **"Receipts" column** is for recording checks received as well as deposits made during the month. The "In" and "Out" totals should be equal. If there is a difference between the totals, either money was collected and not deposited or an error was made.

16. The **"Checking Account" column** is for recording deposits, checks written during the month, electronic funds transfers, and any checking account interest and charges. Include bank charges for bounced checks, rejected electronic funds transfers, voids, and so forth. The "Checking Account:/ Ending Balance" figure in the "Accounts Sheet Reconciliation" box is to equal the checkbook balance figure as of the last day of the month. If they are the same, double-underline the figure in the checkbook. If these figures do not match, there has been an error either in the calculations in the checkbook

or on the *Accounts Sheet*. Compare the checkbook against the "In" and "Out" columns under "Checking Account" to find the error.

17. The **"Other" column** is for recording activity for another account the operating committee may have, such as savings or funds entrusted to the branch office. The "Other _____:/Ending Balance" figure in the "Accounts Sheet Reconciliation" box is to be reconciled with the statement received for this account.

18. File the *Accounts Sheet* with the supporting paperwork in the current file for that month. (See paragraph 28.) This documentation is required by the person auditing the accounts.

### *MONTHLY KINGDOM HALL OPERATING COMMITTEE ACCOUNTS REPORT* (S-44)

19. Begin each *Monthly Kingdom Hall Operating Committee Accounts Report* by carrying forward the end-of-month totals from the previous month's report. Compile the remainder of the report based on the transactions and amounts on the *Accounts Sheet* (S-26). A copy of the *Monthly Kingdom Hall Operating Committee Accounts Report* should be sent to the coordinator of the body of elders of each congregation using the Kingdom Hall. The report should then be circulated among the body of elders. The operating committee member handling the operating committee accounts should file the original with the corresponding *Accounts Sheet*.

## REMITTANCES

20. **Loan payments:** When two or more congregations share the use of the Kingdom Hall, the loan payments are to be made from the Kingdom Hall Operating Committee checking account. The *Record of Electronic Funds Transfer* (TO-62) is used to record the loan payment. **The loan payment is due the sixth day of each month.** Once the remittance details are recorded on the form, it should be approved and signed by one of the elders authorized to sign checks for the operating committee. Have the completed form on hand for reference when making the electronic transfer.

21. Congregations that are repaying a Kingdom Hall loan should take a new financial survey each year in the month of May. The operating committee will use this information to determine if the monthly Kingdom Hall loan payment amount should be adjusted for the coming service year. If a change is needed, each congregation should pass a resolution and the branch office should be notified. Alternatively, a significant amount may be added to the regular monthly payment as a onetime addition to reduce the principal.

## STATEMENTS

22. **Funds-on-deposit statement:** If each congregation has given approval for the Kingdom Hall Operating Committee to participate in the funds-on-deposit arrangement with the branch office, a statement will be sent if there is activity on the account. This statement must be forwarded to the operating committee chairman and then to the operating committee member handling the accounts, who will retain it in the operating account file.

23. **Loan statement:** If the congregations have a loan with the branch office, the titleholding congregation will receive a monthly statement that includes the balance due for the Kingdom Hall loan. A copy of this statement must be forwarded to both the chairman of the Kingdom Hall Operating Committee and the operating committee member handling the accounts.

24. **Verification:** Upon receipt of statements from the branch office, the Kingdom Hall Operating Committee member handling the accounts should compare each figure with the corresponding *Record of Electronic Funds Transfer* (TO-62). If the statement does not list the electronic funds transfer, the next statement should acknowledge it. These statements should be filed in the appropriate monthly accounts records folder in the current file.

25. **Discrepancies:** If there is a discrepancy on a statement, the Kingdom Hall Operating Committee member handling the accounts is to inform the chairman of the operating committee and the secretary of the titleholding congregation. The secretary of the titleholding congregation will report the matter to the branch office in writing. The coordinator of the body of elders of the titleholding congregation should also sign the letter. If possible, a copy of the form(s) relating to the problem being reported should be included with the letter.

## BANK STATEMENT RECONCILIATION

26. **As soon as the bank statement is received, it should be reconciled with the last entry in the Kingdom Hall Operating Committee's checkbook.** Record interest and/or bank charges in the checkbook and on the current month's *Accounts Sheet* (S-26). If the bank does not provide a reconciliation form, the following format may be used:

1. Balance shown on bank statement $ _____
2. All deposits recorded in your checkbook but not shown on statement $ _____
3. Total of lines 1 and 2 $ _____
4. All checks/electronic funds transfers (EFTs) not yet paid by bank:

| Check/Confirmation number | Amount |
|---|---|
| _____ | $ _____ |
| _____ | $ _____ |
| _____ | $ _____ |
| _____ | $ _____ |

5. Total of checks/EFTs not yet paid by bank $ _____
6. Reconciled bank balance (subtract line 5 from line 3) $ _____
   This amount should agree with the latest balance in your checkbook.

## REJECTED ELECTRONIC FUNDS TRANSFERS

27. If you receive notification from the bank that there were insufficient funds in your bank account, please verify that the funds are now available in your bank account and remit these funds using the jw.org Web site.

## ACCOUNTS FILES

28. **Current file:** This file should contain all the accounts records from the previous three-month audit up to the present. Set up an accounts records folder for each month. Each monthly folder should contain the following items: an *Accounts Sheet* (S-26), all paperwork (such as *Record of Electronic Funds Transfer* (TO-62), invoices, and congregation resolutions) needed to support the payments made, statements from the branch office, a *Monthly Kingdom Hall Operating Committee Accounts Report* (S-44), any correspondence concerning the accounts, and any monthly bank statements with their reconciliations, including canceled checks, bank deposit slips, and so forth. The *Kingdom Hall Operating Committee Accounts Audit Report* (S-45) should be the last item in the folder for the last month of the audit period.

29. **Permanent file:** When accounting records are transferred from the current file, they should be placed in a permanent file and kept for seven years or the period legally required in your area. The permanent file could be similar to the current file, or if it is more convenient, the permanent file could have one large envelope for each year's records.

## AUDITING

30. **The accounts are to be audited quarterly by the chairman of the Kingdom Hall Operating Committee or someone designated by him.** The same person should not be used for consecutive audits. The quarters audited should always be September through November, December through February, March through May, and June through August. However, the accounts for a specific month should not be audited until the bank statement(s) listing all activity for that month has been received.

31. The *Kingdom Hall Operating Committee Accounts Audit Report* (S-45) is to be used for the audit. The "Comments" sections are for the auditor's observations. The audit is to be performed without the assistance of the operating committee member handling the accounts. Any problems discovered by the auditor are to be discussed and rectified when the auditor reviews his report with the chairman of the operating committee and the operating committee member handling the accounts. The completion of the audit should be announced to the congregations that use the Kingdom Hall. The completed *Kingdom Hall Operating Committee Accounts Audit Report* will be filed as the last item in the accounts records folder for the last month of the audit period. When the audit has been completed, the records for the three months of the previous audit and the corresponding *Kingdom Hall Operating Committee Accounts Audit Report* can then be transferred to the permanent file.

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

June 4, 2012

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Vehicle sales

Dear Brothers:

As you may know, a number of cars previously driven by traveling overseers are available for purchase. These vehicles are owned by the branch office, and the funds obtained from their sale are returned to the worldwide work.

The cars currently available are 2007, 2008, and 2009 Buick LaCrosse CXL models with varying mileage. All have been regularly serviced under the branch office's fleet management program. There are a variety of exterior and interior color options available. Vehicles are stored in several locations throughout the United States. Pricing is determined according to the model year, mileage, and condition.

We invite anyone interested in purchasing these vehicles to first visit the new Web site, www.CircuitVehicles.com, for more information. Vehicles can be searched by their location, mileage, and price. Further details regarding the purchase of these vehicles may also be obtained by calling the branch office's Purchasing Department—Vehicle Desk at (718) 560-8412.

In the past, some have inquired if this information can be shared with others. While this letter should not be posted on the information board or be considered from the platform, please feel free to share the Web-site address and telephone number with anyone in the congregation who may be interested in viewing or purchasing these vehicles.

We take this opportunity to send you our warm Christian love and greetings.

Your brothers,
Christian Congregation
of Jehovah's Witnesses

cc: Traveling overseers

Christian Congregation
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2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

June 5, 2012

TO ALL BODIES OF ELDERS

Re: Use of ministerial servants where the number of elders is limited

Dear Brothers:

This letter replaces the letter dated January 19, 2010, to all bodies of elders. That letter should be removed from the congregation permanent file of policy letters and should be destroyed. In this letter, a reference to the *Shepherding* textbook has been inserted. Also, paragraph 7 contains updated direction on recommendations for appointment and deletion when ministerial servants substitute as members of the Congregation Service Committee.

In congregations that have very few elders, capable ministerial servants who have demonstrated good judgment and discernment may be used to review with individuals the questions for baptism dealing with doctrinal matters. These are found in "Part I—Elementary Bible Teachings" and "Part III—Jehovah's Arrangement of Things." Since "Part II—Jehovah's Righteous Requirements" involves sensitive personal matters, an elder should be used to consider this section. If the congregation does not have sufficient qualified brothers, the circuit overseer may be contacted to determine if a nearby congregation may assist.

When the baptismal candidate is male, the one assigned does not need another brother to accompany him when reviewing the questions. However, when the baptismal candidate is female, the discussions should be held in such a way that the elder or ministerial servant is never alone with her. It may be possible, for example, to hold the discussion in an open room in the sister's home where they will remain in plain view of others but out of earshot. Or perhaps they can meet at the Kingdom Hall in a similarly appropriate setting when another congregation is having a meeting. However, if it is necessary to take along another person, an elder should be used. If the congregation has few elders, a capable ministerial servant may be asked to accompany the assigned brother when considering parts I and III of the appendix.

Ministerial servants should *not* be used to serve on judicial committees. This updates the direction provided on page 6, paragraph 37, of the September 1977 *Our Kingdom Ministry*. In the extreme circumstance where three elders are not available to serve on a judicial committee, one or two elders from a neighboring congregation or the circuit overseer may be used to complete a judicial committee of three members.—*ks10* chap. 6 pars. 1-2.

In the *rare* circumstance where three elders cannot be located to serve on the judicial committee, two elders may care for the matter. The two elders will function as an appointed judicial committee. (Matt. 18:19, 20) However, prior to their informing the person of their decision, the chairman of the committee will submit a printed or typewritten report to the branch office. The confidential report should clearly outline the facts of the case and the conclusion reached by the responsible judicial committee. This report is to be sent to the branch office whether the decision is to disfellowship the individual or not. The branch office will review the report and confirm receipt of it in writing to the judicial committee. Thereafter, the two elders will inform the person of the commit-

tee's decision. If the decision is to disfellowship, the committee will then submit the *Notification of Disfellowshipping or Disassociation* (S-77) form to the branch office in the usual way.

In congregations where there are insufficient elders to fulfill the responsibilities of the coordinator of the body of elders, the congregation secretary, and the service overseer, qualified ministerial servants may be asked to substitute as members of the Congregation Service Committee. In such cases, the ministerial servant will care for many of the technical aspects of the assignment. Such work is highly valued and contributes to the smooth functioning of the congregation. Nevertheless, there are certain responsibilities that only elders will perform.

Regarding recommendations for elders or ministerial servants in congregations where one or more members of the service committee are ministerial servants, the circuit overseer will discuss with the elders the Scriptural qualifications of the brothers who may qualify for appointment and submit S-2 forms to the branch office. Any ministerial servants should not be aware of or be involved in the discussion. Ministerial servants should have no access to any S-2 forms. In congregations with no elders, the circuit overseer himself will provide the S-2 forms.

To what extent should ministerial servants who substitute as members of the service committee be used to sign other documents and forms regarding service privileges of publishers? This issue will often arise when sending letters of introduction for publishers or appointed servants and in connection with approval for publishers to serve as auxiliary or regular pioneers or for other privileges of service. Certainly an elder should be used to fulfill this role when available. In the absence of an elder, ministerial servants could sign letters or forms that provide general observations on a publisher's share in the ministry, meeting attendance, or overall involvement in congregation activities. Nevertheless, if information regarding confidential personal matters needs to be conveyed to the branch office or another congregation, this should be cared for by a local elder or one from a neighboring congregation who is familiar with the situation. The circuit overseer could be called on to facilitate communication in such matters. If he is unable to do so, the branch office may be consulted.

We are confident that these additional guidelines will prove helpful to you. Please be assured of our deep appreciation for your loving labors in behalf of the brothers and sisters in your respective congregations.—1 Thess. 1:2, 3.

Your brothers,
*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

PS to secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters for Bodies of Elders* (S-22) at this time as well.

Christian Congregation
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2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

June 6, 2012

TO ALL BODIES OF ELDERS IN THE UNITED STATES BRANCH TERRITORY

Re: Need for Kayin (Sgaw) and Kurdish (Kurmanji) translators or outside readers

Dear Brothers:

The Kayin (Sgaw) field in the United States has grown to seven groups within the past few years. Clearly Jehovah is speeding up the ingathering work. (Isa. 60:22) This language is spoken by the Kayin people from Myanmar (Burma), often called Karen in English-speaking countries. In view of the growth, the branch office in Myanmar is seeking to locate additional qualified Kayin (Sgaw)-speaking brothers or sisters who may have the potential to serve as translators or assist as outside readers of our publications.

Likewise, the branch office in the country of Georgia is seeking to locate qualified Kurdish (Kurmanji)-speaking brothers or sisters who may have the potential to serve as translators or assist as outside readers of our publications. Such publishers may have come from the countries of Armenia, Georgia, Iraq, Syria, Turkey, or elsewhere. If there are any such publishers in your congregation, we would appreciate receiving your recommendation based on the following guidelines.

Of foremost concern is the spirituality of the publisher. A good spiritual standing in the congregation is very important. Please provide the following information about the person you recommend: Is the publisher active in the congregation and regular at the meetings? Is he appointed as an elder, a ministerial servant, or a pioneer? Is his conduct exemplary? Is he humble and cooperative? Please tell us about the language skills of the publisher. Is Kayin (Sgaw) or Kurdish (Kurmanji) his first or second language? What is his educational background? What are his family circumstances? Would he be willing and able to relocate to Myanmar or to Georgia to work along with the translation team? In which country was he born? For which country does he have citizenship? For which country does he have a valid passport? Please also provide the age, baptism date, marital status, current mailing and e-mail address, and telephone number of the publisher.

As you can no doubt appreciate, this matter should be kept strictly confidential. We realize that you may have to talk with the publisher involved; however, he should not speak with others about the matter. This inquiry is in no way a guarantee that a publisher being recommended will be used on a special assignment. Nevertheless, it will be very helpful to have your recommendations in case a need arises. Once you have discussed this matter as a body of elders, please provide us with a letter of recommendation signed by the Congregation Service Committee. If you have any questions, you may contact the Service Department, Desk SFK.

If no brothers or sisters in the congregation are qualified or have the circumstances to participate in this avenue of service, there is no need to respond to this inquiry. However, if

someone is qualified to assist with Kayin (Sgaw) or Kurdish (Kurmanji) translation of our publications and is willing and able to do so, **please reply by July 15, 2012.**

We are confident that Jehovah will continue to move his people to preach the good news to all language groups. Please be assured of our warm Christian love.

Your brothers,

*Christian Congregation of Jehovah's Witnesses*

cc: Traveling overseers

**PLEASE GIVE TO SCHOOL OVERSEER**

THEOCRATIC MINISTRY SCHOOL REVIEW ANSWER SHEET COVERING ASSIGNMENTS FOR WEEKS OF SEPTEMBER 3 THROUGH OCTOBER 29, 2012.

SOURCE MATERIAL: *New World Translation of the Holy Scriptures* [*bi12*], *The Watchtower* [*w*], and *Pay Attention to Daniel's Prophecy!* [*dp*].

INSTRUCTIONS: Each one should have the questions for the review as set out in *Our Kingdom Ministry.* The school overseer may ask auxiliary questions, as time permits, in order to clarify main points, to highlight the reasons for the answers, or to elicit comments on how the material can be applied. It is not always practical for the answer sheet to contain all possible answers; so any answer that the audience gives that is appropriate and in harmony with our present understanding is acceptable, even if the point is not found on the answer sheet. Until the congregation has taken this review, the answer sheet is not to be made available to the congregation to read, but it should be used by the school overseer during the preceding weeks as a guide to points that he wants to emphasize for the congregation. It is not necessary for the school overseer to read all the answers from the answer sheet if the points have already been covered. The review should not exceed 20 minutes.

NOTE TO SCHOOL OVERSEERS: Please select an approved *Watchtower* Study reader to read from the platform some of the scriptures cited in or after each question as the question appears in *Our Kingdom Ministry.* Cited texts should usually be read before you ask the printed question. In view of the limited time allotted for the review, you may use your discretion in determining whether certain Scripture citations should be read or be summarized briefly.

The date in brackets represents the week that the material was to be covered.

1. What is represented by the altar that Ezekiel saw in vision? (Ezek. 43:13-20) [*Sept. 10, w07* 8/1 p. 10 par. 4] ***The symbolic altar is God's will in connection with Jesus Christ's ransom sacrifice. Because of this provision, the anointed are declared righteous and the "great crowd" are clean and pure in God's eyes. (Rev. 7:9-14; Rom. 5:1, 2) Perhaps that is why "the molten sea" of Solomon's temple—a huge water basin used for the priests to wash in—is lacking in the visionary temple. (1 Ki. 7: 23-26)***
2. What is pictured by the water of Ezekiel's visionary river? (Ezek. 47:1-5) [*Sept. 17, w07* 8/1 p. 11 par. 1] ***The water pictures Jehovah's spiritual provisions for life, including the ransom sacrifice of Christ Jesus and the knowledge of God found in the Bible. The river progressively deepens to accommodate the influx of new ones who take up true worship. The river will be flowing with the most potent water of life during the Millennium, and its waters will include further understanding obtained from "the scrolls" that will then be opened. (Rev. 20:12)***
3. What do the words "determined in his heart" reveal about the spiritual instruction Daniel received in his youth? (Dan. 1:8) [*Sept. 24, dp* pp. 33-34 pars. 7-9; p. 37 par. 16] ***These words show that even though Daniel was pressured to compromise his integrity, the instruction provided earlier by his parents and others back home had touched his heart. This illustrates the value of teaching our children godly principles, even when they may seem to be too young to understand. (Prov. 22:6; 2 Tim. 3:14, 15)***
4. What was represented, or symbolized, by the immense tree in Nebuchadnezzar's dream? (Dan. 4:10, 11, 20-22) [*Oct. 1, w07* 9/1 p. 18 par. 5] ***The tree initially represented Nebuchadnezzar as the ruler of a world power. Since the rulership extended "to the extremity of the earth," however, the tree must signify something far grander. Daniel 4:17 connects the dream to the rulership of "the Most High" over mankind. The tree, then, also symbolized Jehovah's universal sovereignty, especially with respect to the earth.***
5. What does Daniel 9:17-19 teach us in connection with prayer? [*Oct. 8, w07* 9/1 p. 20 pars. 5-6] ***Though we yearn for God's new world, our primary concern should be the sanctification of Jehovah's name and the vindication of his sovereignty rather than an end to our personal suffering and***

***difficulties. Because of Daniel's humility, godly devotion, studiousness, and persistence in prayer, Jehovah viewed him as "someone very desirable." These very traits also helped him to remain faithful to God to the end of his life.* (*Dan. 9:20-23*)**

6. What covenant was 'kept in force for the many' until the end of the 70th week of years, or 36 C.E.? (Dan. 9:27) [*Oct. 8, w07* 9/1 p. 20 par. 4] ***The Law covenant was removed in 33 C.E. when Jesus was impaled. Jehovah kept the Abrahamic covenant in force toward fleshly Israel until 36 C.E.* (*Acts 10:44, 45, 48*) *By doing so, Jehovah extended the period of special favor to the Jews on the basis of their being descendants of Abraham. The Abrahamic covenant continues in force with regard to "the Israel of God."* (*Gal. 6:16*)**
7. What can we conclude from the angel's telling Daniel that "the prince of the royal realm of Persia" had stood in opposition to him? (Dan. 10:13) [*Oct. 15, w11* 9/1 p. 8 pars. 2-3] ***This hostile 'prince of Persia' could only be an agent of the Devil, a demon who was given control over the realm of the Persian Empire. We can therefore conclude that there really are invisible "world rulers," demon princes who share control of the world under the authority of their chief, Satan the Devil.* (*Eph. 6:12*)**
8. What Bible prophecy regarding the Messiah was fulfilled in connection with Daniel 11: 20? [*Oct. 15, dp* pp. 232-233 pars. 5-6] ***The one 'standing up' as king of the north in this way proved to be the first Roman emperor, Octavian, who was known as Caesar Augustus. In 2 B.C.E., Augustus sent out "an exactor," or agent, and ordered a registration, or census, probably for purposes of taxation and military conscription. Because of this decree, Joseph and Mary traveled to Bethlehem for registration, resulting in Jesus' birth at that foretold location.* (*Mic. 5:2; Matt. 2: 1-12*)**
9. According to Hosea 4:11, what is one of the dangers of drinking too much alcohol? [*Oct. 22, w10* 1/1 pp. 4-5] ***Hosea warns that drinking too much alcohol can "take away good motive." If we are under the deceptive influence of alcohol, thoughts and desires that we normally suppress can begin to seem quite acceptable—if not inviting. Our resolve to stick to what is right can be weakened. Alcohol can undermine our moral defenses, resulting in spiritual disaster.***
10. What vital lesson should we learn from Hosea 6:6? [*Oct. 22, w07* 9/15 p. 16 par. 8; *w05* 11/15 p. 24 pars. 11-12] ***Jehovah finds no delight in humans who try to earn his favor by a mere form of worship instead of truly living by his Word. In Hosea's day, there were Israelites who made sacrificial offerings in a showy display of devotion. At the same time, they were practicing sin and thereby indicating that their hearts were devoid of loyal love for Jehovah.***

Christian Congregation
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2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

June 8, 2012

TO ALL BODIES OF ELDERS IN THE UNITED STATES BRANCH TERRITORY

Re: Obtaining forms from the branch office

Dear Brothers:

In January 2009, a number of forms used by congregations became available for download from the "Documents" tab of the jw.org Web site. In August 2010, letters to all congregations or all bodies of elders began to be *exclusively* available on the site as well. This arrangement has allowed forms and letters to be made instantly available to congregations and has resulted in simplification at the branch office. At this time, we wish to announce a further simplification with regard to forms used by congregations.

Effective immediately, most forms that are available for download on the jw.org Web site should no longer be requested from the Shipping Department. However, since the following forms require trimming, use special paper, or are used in large quantities, they may continue to be requested from the Shipping Department:

- *Field Service Report* (S-4)
- *House-to-House Record* (S-8)
- *Territory Assignment Record* (S-13)
- *Congregation's Publisher Record* (S-21)
- *Receipt* (S-24)
- Complete sets of public talk outlines (not individual outlines)
- *Please Follow Up* (S-43)
- *Congregation Meeting Attendance Record* (S-88)
- *Theocratic Ministry School Assignment* (S-89)
- *Application for Auxiliary Pioneer Service* (S-205b)

Thank you for your cooperation with these arrangements. Any questions in this regard may be directed to the Shipping Department at ShippingCorrespondence@jw.org. We send our warm Christian love.

Your brothers,

Christian Congregation
of Jehovah's Witnesses

cc: Traveling overseers

PS to service overseer:

Please inform the brothers working with literature requests of these adjusted arrangements.

6/8/12-E

Christian Congregation
of Jehovah's Witnesses
2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

June 18, 2012

TO ALL CONGREGATIONS

Re: *Watchtower ONLINE LIBRARY*

Dear Brothers:

We are pleased to inform you of a new provision being made available that offers you research capabilities similar to *Watchtower Library*. It is called *Watchtower ONLINE LIBRARY*. You can use it with most devices that allow access to the Internet, such as a desktop or laptop computer, a tablet, or a smartphone. The address for this application is wol.jw.org. We expect a link to *Watchtower ONLINE LIBRARY* to be included on our official Web site, www.jw.org, on or about September 1, 2012.

*Watchtower ONLINE LIBRARY* will contain many publications that are distributed to the public. The library data will be from the year 2000 forward, but in many languages it will also include the *New World Translation* and *Insight on the Scriptures.* It should be noted that in a relatively few places, the electronic text may contain grammatical or technical adjustments from what appears in print. The Publications Index in the application will point you to and allow you to open publications dated from the year 2000 onward. The current plan is to add more recent publications at six-month intervals.

You will be able to go directly to any of the included publications or use the Search feature to search for a word, a phrase, or a combination of words, as can be done with *Watchtower Library* on CD-ROM. Other features of *Watchtower ONLINE LIBRARY* will be *Examining the Scriptures Daily* and the Theocratic Ministry School Schedule.

Initially, *Watchtower ONLINE LIBRARY* will contain publications in English and Russian. Other languages will be added later. You will be able to synchronize languages. For example, you might do a search in English publications and find an article in *The Watchtower.* You could then use synchronization to display that article in Russian. Or someone might do a search in Russian and then synchronize it with English. The same will be possible with other languages that are added. You will likely find this synchronization feature invaluable when witnessing to someone whose mother tongue is different from yours. You could look up scriptures or information in your language, synchronize your search with his language, and then let him read it in his mother tongue.

While *Watchtower Library* on CD-ROM contains a greater range of publications, we are confident that you will find *Watchtower ONLINE LIBRARY* very useful. It will fill a real need, as it will be accessible on many types of devices and will provide you with a good range of publications for personal study and for use in the ministry. You may want to set the address to it as a Favorite on your computer or mobile device.

Your brothers,
Christian Congregation
of Jehovah's Witnesses

cc: Traveling overseers

PS to coordinator of the body of elders:

Please arrange for this letter to be read to the congregation at the first Service Meeting after it is received. Thereafter, it should be posted on the information board.

6/18/12-E